

Kane County School District, Kanab, UT

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR ARCHITECTURAL SERVICES

I. DESCRIPTION OF PROJECTS

Kane County School District seeks a statement of interest and qualifications from qualified architectural firms for architectural and engineering services for upcoming projects requiring these types of services. The Projects are as follows:

- New Elementary School in Kanab, UT
- Misc. Projects at Valley High School in Orderville, UT
- Other Misc. projects in Kane School District

Fee Determination

KCSD reserves the right to negotiate all fees according to Utah Procurement Code as outlined in the applicable rules found in R33-5-62. These fees will be negotiated at the time the opportunity is issued to the selected and most qualified firm. Bids must also include mechanical, electrical, civil, structural, and geotechnical. If fair and reasonable compensation, contract requirements, and/or contract documents cannot be agreed upon with the selected, most-qualified firm, KCSD shall advise that firm of the termination of negotiations. Upon failure of negotiations, KCSD will enter into negotiations with the next most qualified firm.

Standard Contract Terms and Conditions

Any contract(s) resulting from this SOIQ with any qualified architectural firm will be subject to AIA Document B101 with KCSD modified terms and conditions.

II. SELECTION PROCESS

Except as authorized by the Business Administrator or as otherwise stated in this SOIQ communication during the selection process including questions, interpretations or clarifications of this SOIQ shall be submitted electronically via email to the Business Administrator, to reesec@kanek12.org. Any contact of board members or other district employees is prohibited.

Selection of firms who submit SOIQ proposals will be made through an evaluation process based on the evaluation criteria described below.

- A. Architect's SOIQ Submittal: specific requirements for submittals and scoring criteria are detailed in IV. SUBMITTAL REQUIREMENTS below. In order to facilitate review, seven (7) copies plus one (1) electronic copy of the submittal must be provided.

Kane County School District
Business Office
Attn: Cary Reese, Business Administrator
746 South 175 East
Kanab, UT 84741
Email: reesec@kanek12.org

Deadline for delivery (whether mailed or hand delivered) is: March 10, 2020, 2:00 P.M., MST

Late submittals will be rejected without consideration. KCSD assumes no responsibility for costs related to the preparation of submittals.

- B. Selection Criteria Weighting. SOIQs will be evaluated and scored by the Professional Services Selection Committee based on the following criteria.
- 15% Project Team
 - 15% Management Plan
 - 30% Prior Experience/Performance
 - 15% Firm Capabilities
 - 10% Office Location
 - 15% References
- C. Final Determination. The selection committee will make a recommendation to the school board who will make the final determination.
- D. Contract Award. Kane County School Board reserves the right to award either an individual contract or multiple contracts as a result of this SOIQ.
- E. Presentation. Kane County School District will notify finalists who will be invited to provide a presentation to the selection committee. Proposed fees must be submitted by all finalists, in a separate sealed envelope at the time of the presentation.

III. SCHEDULE

Following is a detailed anticipated schedule of events for the SOIQ process and an outline of the schedule for the balance of the project.

SOIQ Released	February 25, 2020
SOIQ Submittal due	March 10, 2020 2:00 P.M.
Notify Short List Firms	March 11, 2020
Short List Interviews	March 24, 2020
Notify Firms Interviewed, of Selection	March 27, 2020
Contract Approval (by School Board)	April 14, 2020

IV. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this SOIQ document. Following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Name, location and size of the firm.
- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Key staff involvement in project management and on-site presence.

Note: Architectural firms and their employees, representatives, agents, consultants, subcontractors and sub-consultants shall comply with the license laws of the State of Utah.

B. MANAGEMENT PLAN

The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee. For the project(s) and services outlined in the SOIQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs.
 - Coordinate value engineering activities.
- Quality Control Methodology
 - Ensure State procedures are followed.
 - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IES 90.1-1989) and the specification of energy efficient materials, systems and equipment.
 - Insure the project is designed for durability and maintainability.
- Schedule
 - Include the firm's proposed schedule. The firm must illustrate that it can manage the required work to meet the established schedule(s).

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this SOIQ document and various services to be provided.

- Include a floor plan of the Elementary School your firm has used in the past as well as renderings and or photographs of the completed Schools that would aid in evaluation of the design. Such details should include, but not be limited to type of projects the firm has designed along with renderings and/or photographs of completed schools. Include any other information that would aid in the evaluation of the designs, such as cost, durability, energy efficiency, educational benefits, etc. Also, please include any information on any recent school remodel project that your firm has undertaken.
- Demonstrated success on past projects of similar scope and complexity, **in Southern Utah.**

D. FIRM CAPABILITIES

- Clearly identify the lines of authority and coordination.
- Identify essential management functions.
- Demonstrate that functions are effectively integrated. (E.g., delineate sub-consultants' roles.)
- Indicate present professional liability insurance coverage and if the firm is insurable to a minimum of \$1,000,000 annual aggregate limit.

Note: Organization charts and graphs depicting your capacity may be included.

E. OFFICE LOCATION

Describe where the prime and sub-consultants will do the key work elements of this project.

- Indicate proximity of firm's office as it may affect coordination with Kane School District project manager and the potential project location.
- Indicate the firm's familiarity with the project area.
- Describe the firm's knowledge of the local labor and materials markets.
- KSD expects, at a minimum that a weekly owner & architect meeting will be held with name(s) _____ architect(s) present.
- The named architect(s) must be on site at least weekly.

F. REFERENCES

List at least five (5) previous public school clients of the firm for whom projects have been completed that are similar to the proposed project. Include the following information for each client:

- a. Name and address of the client
- b. Name, email and telephone number for the contact person.
- c. Name of the completed project.
- d. Size and scope of the completed project.