



District Office
501 West Sickles Street
St. Johns, MI 48879
Telephone: 989.227.4050
Fax: 989.227.4099
www.sjredwings.org

**REQUEST FOR QUALIFICATIONS
for
ARCHITECTURAL DESIGN AND ENGINEERING SERVICES**

St. Johns Public Schools is seeking to retain the services of a qualified Architect Firm for design and engineering services related to the development of a school building and site bond for a May 2024 election.

Qualified organizations are invited to submit seven (7) copies of the firm's qualifications and written proposals no later than **1:00 pm on Monday, January 9, 2023.**

A short list of firms will be developed from these written responses and invited to present their qualifications in person to the Board of Education. It is anticipated that these interviews will occur at a special board meeting on **Monday, January 16, 2023.** The following general areas of evaluation criteria will be reviewed and evaluated by the Board of Education: firm's background, project staffing, experience & performance history, project approach, technical capabilities, fees/compensation and references from clients

Questions related to the proposal as well as submission of the proposal should be addressed to:

Kelly Corbett, Deputy Superintendent for Finance and Human Resources
St. Johns Public Schools
501 W. Sickles St.
St. Johns, MI 48879
Email: corbettk@sjredwings.org
Phone: 989.227.4016
Fax: 989.227.4099

Qualifications not received by the deadline will be returned unopened. The District reserves the right to redefine or adjust its priorities, and modify the selection process, as it deems necessary and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process.

GENERAL INFORMATION

Background: St. Johns Public School is a K-12 public school district located in St. Johns, Michigan, serving the educational needs of approximately 2,600 students across six buildings. The District operates one high school, one middle school and four elementary buildings. Alternative Education students are served in space rented from the RESA.

The District also provides childcare for approximately 30 children from birth to school age and operates a preschool program for 72 students.

The District covers over 200 square miles in Clinton and Gratiot Counties. The secondary schools and two elementary buildings are located within the City of St. Johns.

The District is inviting the architect firm to assist in the development of the scope of the bond, including working with a Community Bond Steering Committee. Final scope of projects included will not exceed \$76 million dollars.

Project areas being discussed include:

- Security upgrades
- Technology upgrades
- Athletic fields needs, including artificial turf or soccer field upgrades
- Indoor pool - replace marcite with tile
- Building upgrades to existing buildings
- Parking lot upgrades
- New Early Childhood Building

This Request for Qualifications does not commit the District to award a contract or to reimburse the firm for costs incurred in submitting this Qualification. Costs of preparing a response to this Request are solely the responsibility of the responding Consultant. The District reserves the right to reject any or all Qualifications received as a result of this request, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this Request for Qualifications.

Information to Address in the Proposal:

A. Firm's Background

- Provide the firm's name, address, phone, and fax numbers.
- Provide the name of the contact person submitting the proposal.
- Describe briefly the history of your organization.
- Describe your firm's corporate mission and vision.
- List the annual gross revenue earned for each of the last five years.
- Provide evidence of your Professional Liability Insurance Policy, including a description of annual per claim and aggregate limits.
- Has your firm been involved in any litigation, either as defendant or plaintiff, over the past five years from the date of this RFQ? If so, please provide a general description of the cause or nature and status of each case or claim.

B. Project Team and Staffing

- Clearly depict the organizational approach to this project.
- Provide brief resumes of key personnel to be assigned to the project.
- Describe responsibilities of personnel assigned to the project.
- Provide information on the selection of outside consultants used by your firm.
- If your firm has multiple locations, please identify the office(s) in which the various components of work will originate.

C. Related Experience during the last five (5) years

- Provide specific examples of similar projects done for public schools that have been completed or are currently in progress, including a description of project scope and cost. Supplement each example with a short statement describing the unique challenges or characteristics that played a major role in the development of the solution.
- Provide contact information for each project appropriate for use as a reference.
- Describe your firm's role in developing the budget, scope and schedule for each example and your firm's performance in achieving the budget, scope and schedule requirements for each.

D. Project Approach

- Describe your approach to the design process as it is envisioned for this project. Discuss communication methods and interaction techniques with the Owner and other Team Members. Outline the elements of service delivery, including deliverables, which you philosophically embrace as being crucial to achieving a successful outcome for the Owner.
- In addition to the examples discussed previously, describe your process for achieving budget and schedule adherence and your success rate for achieving such projects in the last five years.
- Provide a duration-based preliminary schedule depicting major activities and milestones in the design services.
- Describe your QC/QA approach to each phase of the process, including construction, project closeout and post-occupancy.
- Provide an understanding of the unique qualities of your firm's approach to service delivery that differentiates you from your competition.

E. Fees & Compensation

- Provide a fee range for Basic Services, including anticipated consultants, for the project.
- State the potential fee range in percentage terms, and describe the factors that will influence its final determination.
- Define the types of potential reimbursable expenses that could be incurred and their anticipated costs and/or other potential fees, costs or expenses expected for a project of this size and duration.
- Provide a list of other services provided by your firm not customarily included in the Basic Services for a project of this type, but which you anticipate as being necessary for this project.
- The AIA B141 Standard Form will be used for this project. State all proposed edits to this standard agreement.

The District recognizes that some items above may need to be modified based on the final projects and scope of work. Please speak to your firm's process of working with the District through phases of conceptual planning, bond campaign process, bidding process and contract management.