



5291 E. 60th Avenue
Commerce City, CO 80022

**Request for Qualifications
for Preparing a Comprehensive
Facility Master Plan**

Adams 14, in partnership with the community, will
inspire, educate and empower
every student to succeed in the 21st Century.



**Request for Qualifications
to Obtain Qualifications and Capabilities for
Preparing a Comprehensive Facility Master Plan**

The purpose of this Request for Qualifications is to obtain qualifications and capabilities from qualified individuals and firms interested in preparing a Comprehensive Facility Master Plan.

All questions should be made in writing and addressed to the Chief Operating Officer for the District.

Sandy Mutchler
5291 E. 60th Avenue
Commerce City, CO 80022
303-853-3223
303-853-3334 fax
sdmutchler@adams14.org

Ten (10) copies of a response to the Request for Qualifications shall be received no later than 5:00 p.m. **December 1, 2009** at the above address. It is the responsibility of the submitting firm to ensure RFQ response packages are received prior to the deadline. RFQ response packages received after the above date and time will not be considered.

Site Location:

The site includes Adams County School District 14 current facilities and vacant land within the district boundaries located in Commerce City, Colorado.

1. PURPOSE:

Adams 14 is soliciting for professional services in the disciplines of Architectural/Engineering and Comprehensive Master Planning Services to assist the District by developing comprehensive master plans for facilities listed below:

Adams City High School	Alsup Elementary
Vacated High School	Central Elementary
Lester Arnold Alternative High School	Dupont Elementary
Kearney Middle School	Kemp Elementary
Adams City Middle School	Monaco Elementary
Hanson PK	Rose Hill Elementary
Sanville Preschool	Adams 14 Service Center
Stars Early Learning Center	Various vacant land sites

In determining whether a firm is qualified, Adams 14 shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; and recent current workloads of the firms.

2. SCOPE OF SERVICES:

Scope of Services may include, but not be limited to, the following:

1. Thorough documentation of existing conditions using coordinated ground/aerial surveying methods:
 - A. Boundary and topographic surveys (including easements)
 - B. Utility locations (lines, manholes, pedestals, etc.)
 - C. Building locations (including modulars, portables, sheds, etc.)
 - D. Pavement locations (walks, drives, roads, including fire access lanes)
 - E. Landscape locations and identification of all trees of 4inch diameter or greater.
 - F. Other physical features (i.e., fence lines, retention/detention ponds, etc.)
2. The Facility Condition Assessment process shall utilize the recent assessment reports completed through the Colorado Department of Education for BEST qualifications. An analysis shall be performed to reach a “cost to repair” vs. “cost to replace” on each facility, building, or system. The assessment shall include detailed and itemized scopes of work and costs for all “cost to repair” and “cost to replace” elements of the facility, building, or system. The assessment must also include recommendations for priorities (prioritizing) and sequencing of the work identified in the assessment.
3. Functional assessments (i.e., functional relationships, pedestrian and vehicular circulation patterns, community access patterns, etc.)
4. Growth projections (i.e., student enrollment current and projected)
5. Community use (existing and projected)
6. Educational program considerations (i.e., magnet programs)
7. Determination of Facilities Needs based on:
 - A. Enrollment projections
 - B. Community use requirements
 - C. Needed repair and improvement
 - D. Educational program considerations
 - E. Functional considerations
8. Establish premises for development of the site, based on comprehensive input:
 - A. School Administration
 - B. Parents/Community
 - C. Teachers
 - D. Students
 - E. Transportation
 - F. Facilities
 - G. Real Estate
 - H. County & City Departments

9. Develop a framework for future site development based on premises established with the District and documented facilities needs.
10. Establish phasing plans (as appropriate) for developing the site.
11. Establish capital cost estimates for accomplishing each phase (or increment) of the plan.

Professional services required under the RFQ shall include, but are not limited to: Campus planning and programming, landscape architecture; civil engineering: architectural; and mechanical, electrical and plumbing engineering and estimating.

3. GENERAL REQUIREMENTS:

The date of submission is established by the invitation submit proposal. Submission later than 4:00 P.M. on Wednesday, December 1, 2009 shall not be accepted.

Compliance with the specific requirements listed below is mandatory. The proposal shall contain the information required, in the order presented and described. Failure to provide the requested information may result in the proposal being deemed nonresponsive. A nonresponsive proposal shall not receive further consideration.

Interested firms must provide the required professional services related to Architectural and Engineering to the District from an operational office located in the Colorado. These services shall be provided by in-house staff or a combination of in-house staff and subcontracted consultant services.

In the instance where a specific requirement(s) may not apply to the project in question, a statement must be inserted at the tab location stating the reason(s) of non-applicability.

Elaborate and verbose proposals are discouraged. Special and elaborate printing of proposals beyond that, which is normal for your profession, is discouraged. Information in addition to that specifically requested (i.e. videotapes, photographs, in-depth firm history, lengthy and repetitive resumes, etc.) is strongly discouraged. The information requested should be submitted in a concise, easy to read format.

4. SPECIFIC REQUIREMENTS:

Mandatory site visit is scheduled for November 23, 2009 at 9:00 am. Please meet at the address identified below.

Submittals are due before 5:00 PM on Wednesday, December 1, 2009.

Please address all submittals as follows:

RFQ Comprehensive Facility Master Plan
Adams 14
Sandy Mutchler
5291 E. 60th Avenue
Commerce City, CO 80022

Submit responses to this RFQ in a sealed package in accordance with instructions contained in this Request for Qualifications (RFQ).

Responses to this RFQ shall be typed or printed. All corrections made by the submitter prior to the opening shall be initialed and dated by the submitter. No changes or corrections will be allowed after submittals have been opened.

The responses shall contain manual signature of an authorized representative of the responding firm.

Firms responding to the RFQ shall be available if requested by the District for oral presentations and/or phone interviews with the District's Selection Committee.

Selected firm are required to attend selected Board of Education meetings, public input meeting and parent/staff involvement meetings.

Please submit Ten (10) copies of your proposal in an 8 ½" x 11" edge bound format, (covers may be slightly larger) tabbed to correspond with the listed headings below, along with an Electronic copy in PDF format saved to a Disk or CD (this will be archived in the file). Contents shall be in general conformance with required criteria utilizing your firms phrasing to complete the requested listing. Failure to submit the information and format requested may result in the proposal being deemed nonresponsive. A nonresponsive proposal shall not receive further consideration.

5. PROFILE AND QUALIFICATIONS *Required Information and Format*

Submittals will be used by the Selection Committee to compare and evaluate the firms. The Selection Committee will objectively evaluate the firms' abilities in accordance with the criteria listed below.

Statements of Qualifications must provide the required information in the following numeric sequence and format.

1. Letter of Interest (**Unscored requirement**) Signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the specified projects.
2. Table of Contents (**Unscored requirement**)
3. Affirmation with manual signature; (see page 9) (**Unscored requirement**)
4. Competence (registration; firm/individual); (**20 points**)
State the size of staff, number of registered professionals, overall experience of staff, and experience of assigned staff for the particular project. Technical education of assigned individual(s) or staff. Provide indication of adequate equipment and facilities for project(s). Discuss the firm's method of documents, quality control and the project

management methods to be utilized. Provide above information for consultants (if utilized).

5. Current projected work load; (10 points)

State the number and size of projects of the firm and assigned personnel; stage of completion of current projects; number of projects behind schedule or past completion date, also those ahead of schedule or completed early. Include both construction document and construction administration phases for this evaluation. Indicate in this section the total known or anticipated dollar volume of projects and divide this number by the firm total professional/technical employees shall include; graduate and/or licensed design professionals, designers and lead drafts person.

6. Financial responsibility; (Unscored requirement)

Capitalization of firm (latest fiscal year statement or similar); recent or foreseen merger, acquisitions; corporation partnership or joint venture description; number of years in business; professional liability insurance (provide certificate of insurance). Minimum amounts as follows:

7. INSURANCE (Unscored requirement)

The DESIGN PROFESSIONAL shall carry worker's compensation insurance to comply with Colorado Statutes, and comprehensive liability insurance and vehicle public liability and property damage in minimum amounts of \$500,000.00 per claimant and \$1,000,000.00 per occurrence. Professional liability (errors and omissions) insurance shall be carried in an amount providing no less than \$2,000,000.00 minimum coverage. Valuable paper coverage shall be provided. All such insurance shall be obtained from an insurance company duly qualified, authorized, and in good standing to carry on its insurance business in the State of Colorado. Certificates of insurance or other satisfactory proofs of insurance shall be furnished by the DESIGN PROFESSIONAL prior to the commencement of its services hereunder. The aforementioned insurance coverage shall be maintained and kept in full force and effect for the term of this Agreement and shall not be materially reduced, altered, amended, or canceled without at least thirty (30) day written notice thereof to the OWNER.

8. Experience and capability; (20 points)

Indicate firm's ability to observe and advise whether contractor is compiling with all plans and specifications. Experience of firm and assigned personnel in supervisory positions observing and monitoring construction projects. Current number of uncompleted projects. Where applicable, indicate the experience of firm and assigned personnel in the review of plans and shop drawings. Highlight quality control process, method of dealing with document conflicts and contractor(s) construction errors.

9. Past performance/community involvement; (20 points)

Current and past record of those projects successfully completed which are similar in scope to project(s) under consideration. List references for each project described, name(s) address and phone.

10. Proximity to project(s); (5 points)

Local office, nearest office or office where project will be based. Indicate travel and communications plans (if applicable).

11. Past record of performance with district; (10 points)

List number of projects with district, current or past. Indicate type of services provided; firm's ability to adhere to previous scope and schedule.

12. Project(s) discussion; (15 points)

Provide a brief discussion of the firm's approach and understanding of the project type(s). The firm's method(s) of controlling cost in construction and life cycle analysis. Describe firm's method of working with governmental agencies.

13. Presentations may be requested to be held between the Selection Committee and the firms selected for interview based upon data submitted by each firm. Firms will be notified in writing as to whether or not they have been selected for this contract.

6. TERMS AND CONDITIONS

1. The District reserves the right to accept or reject any or all submittals in the best interest of the District.
2. The successful firm shall not discriminate against any person in accordance with Federal, State or local law.
3. It is the sole responsibility of the submitting firm to ensure submittals are received at the proper place on or before the time and date required, and in the format stated.
4. **EQUAL EMPLOYMENT OPPORTUNITY:** Adams 14 does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.
5. The selected firms and its sub-consultants will be required to meet the insurance requirements of the District.
6. Costs of participating in the selection process, including presentations to the Selection Committee are solely those of the firm. The District will assume no responsibility for any costs.
7. Adams 14 reserves the right to waive informalities and to terminate the selection process, if it's deemed to be in the District's best interest.

8. FAMILIARITY WITH LAWS

The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect the work. Ignorance on the part of the vendor will in no way relieve him from any responsibility or liability

arising from the award. The awarded vendor assures and certifies that they will comply with these laws, Acts, and other legal requirements.

9. **FELONY OFFENCES**

The awarded vendor(s), by signing this bid, certifies that all his employees, who may be assigned work under this contract, and who may have access to school grounds, have not been convicted of a felony, a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state, and/or (f) are not listed in any sexual offender registry.

AFFIRMATION

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the propose;
- He/she has read the RFQ terms and conditions and any technical specifications which were made available and fully understands and accepts those terms unless specific variations have been expressly listed and identified with the firm's response to this RFQ.
- The proposal is being offered independently of any other responder.

SUBMITTING/RESPONDING FIRM: _____

By: _____ Date: _____

Manual Signature of Agent

Typed/Printed Name of Agent

Title of Agent

Note: Responses without the affirmation with manual signature of an authorized agent of the proposing firm shall be considered non-responsive and ineligible for award.

Name of Contact Person (if different from Agent): _____