



## **REQUEST FOR PROPOSALS**

Issue Date: January 9, 2008

Title: *DESIGN/BUILD SERVICES FOR NEW SCHOOL BUILDING*

Issuing Agency & Address: Vision Charter School  
20185 Lolo Ave  
Caldwell, ID 83605

Location of Work: Caldwell, ID

All inquiries for information should be directed to: Laura Knothe, PE (208) 890-8783 or [laura@kzconstruction.com](mailto:laura@kzconstruction.com). **Please send an email to notify of your intent to submit a proposal to ensure that you receive notices of any changes to the RFP.**

MAIL OR HAND DELIVER PROPOSALS TO THE ADDRESS ABOVE.

Sealed proposals for furnishing the services described herein will be received until 4:00 p.m. local time on **January 23, 2009**. **Proposals must reach the above address by the deadline stated.**

**TABLE OF CONTENTS**

<b><u>Section No.</u></b>	<b><u>Description</u></b>	<b><u>Page No.</u></b>
1	Purpose	3
2	Background	3
3	Scope of Services	3
4	Proposal Requirements	5
5	Evaluation and Award of Contracts	6
6	Fees	7
7	Proposal/Award Schedule	7

**1 PURPOSE**

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services and construction of a Design Build (D/B) Construction firm (or team), with experience in building state-of-the-art multi-purpose academic buildings.

The D/B shall provide professional services and construction for the project described in Part 2 of this RFP and in accordance with Idaho Public Works requirements.

**2 BACKGROUND**

This project involves the construction of a new school building with a maximum of 776 students and will include classrooms, a library, computer lab, cafeteria and gym (or cafegymatorium - a combined cafeteria/ gym/ and auditorium in one room), music room, science lab, and support services for two classrooms each of grades K-12. All portions of the work will be bid and contracted per Idaho Statutes for Public Works Construction.

Vision Charter School (VCS) has selected a 9 acre green-field site within a mixed use development for the construction of the new school. VCS has selected the design team lead by Ruby Edwards & Patano Hafermann (RE). The complete team is listed below:

Lead Architect:	Ruby/Edwards: Architecture + Design, PA
Design Architect:	Patano + Hafermann
Educational Consultant:	The Matrix Group
Structural Engineer:	Lochsa Engineering of Idaho
Mechanical Engineer:	Tikker Engineering
Electrical Engineer:	E2 Co.

We are in the programming phase and will be evaluating various concepts for school design. These might include a single story, two-story, or modular design facility. We are interested in building a high quality, high performance, sustainable building which is energy efficient and has a low environmental impact. We are very interested in the life cycle costs over the life of the building and incorporating learning opportunities into the design and construction process as well as the building itself. It is anticipated that the construction budget and building size will be approximately \$6M and 60,000 sf respectively. The new school building must be complete by June 15, 2010 for move-in and occupancy for the fall 2010 school year.

See Attachment A for the site location.

**3 SCOPE OF SERVICES:**

The selected D/B Firm will enter into a contract with RE (after the Programming and Schematic Design Phase) and shall furnish all expertise, labor, and resources for complete design and construction of the project in accordance with Public Works requirements and all Federal, State

and Local regulations. The following generally highlights the services that the D/B will be required to perform:

- A. Review the programming & schematic design documents and accomplishments available at the time of award. This review will include but is not limited to input and approval of project description, design criteria, and program requirements, and confirmation that these documents represent a project that will be within the stipulated "not-to-exceed" construction cost. It is anticipated that upon completion of the programming and schematic design phase, the D/B will contract with RE and be responsible for execution of a prime contract with VCS for design and construction of the new school building. The D/B will work with RE to finalize the programming documents.
- B. The D/B team will be responsible for the Design Phase (Design Development and Construction Documents) with cost estimates at each phase and for the Construction Phase. All work shall be in accordance with currently adopted building, energy and life safety codes and local zoning ordinances. A detailed construction cost estimate will be required at the conclusion of the Design Phase for final approval prior to proceeding to the construction phase. This estimate will provide a detailed schedule of values for the work including the D/B fee, negotiated in this proposal process. Documents must be complete and ready for bidding by **June 1, 2009**. Other Design phase services include:
  - a. Work with RE to assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations. Provide specifications which reflect current requirements, standards and product availability.
  - b. Work with RE to provide a project manual and finish board at the completion of Construction Documents. The project manual shall include product, equipment and fixture cut sheets. The finish board shall include materials/samples for all interior and exterior finishes.
  - c. Prepare detailed cost estimates and project schedules and update at regular intervals during the project.
  - d. In conjunction with RE, provide constructability and value engineering reviews to ensure that the most efficient materials and systems are being selected for this project and that the overall value per dollar spent is maximized.
  - e. Work with the design team to ensure that selection of mechanical systems, electrical systems and building envelope maximize energy efficiency and to ensure that all economically feasible sustainable technologies are incorporated into the design.
  - f. Represent the School by presenting necessary oral and/or graphic presentations to Regulatory Agencies and other groups having interest in the project.
  - g. The D/B will prepare and submit for approval to the VCS board a Design Report and update after Design Development phase has been completed, to include complete material/color board, product, fixture and equipment cut sheets,

recommended construction schedule and a final schedule of values.

- C. The D/B will be responsible for construction, commissioning and close-out of the new school building. These services include, but are not limited to:
- a. Competitive bidding of work packages per Idaho State regulations. VCS will review and approve award of the work packages to the subcontractors.
  - b. Supervision and quality control of all construction work to ensure that the building is completed in compliance with the design documents and all regulatory requirements.
  - c. Ensure that all mechanical, electrical and building envelope systems are properly installed and commissioned to maximize energy efficiency.
  - d. Ensure that all sustainable technologies and systems are installed per manufacture recommendations and commissioned accurately for complete functionality.
  - e. Schedule and cost control to ensure that the project is delivered within the budget and schedule requirements.
- D. At the conclusion of the Construction Phase the D/B shall submit complete as-built documents and electronic files, O&M Manuals and training video/DVD to the Owner, Agency.

**4 PROPOSAL REQUIREMENTS:**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the D/B's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content. Provide 6 copies of the proposal.

All documentation submitted with the proposal shall be included in a single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

Any information thought to be relevant, but not specifically applicable to the enumerated Scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

Proposals shall include the following:

- A. **Basic Qualifications:** Provide basic data, relative to firm's size, history, personnel, special expertise and general credits, with emphasis on design-build experience especially with the proposed team. Individual resumes, awards, associations, etc., may be included. Include a matrix indicating the professional license numbers and Public Works Contractors License numbers of all team members.

Include contact information (Name, address, phone number, email address) for a single entity that will be the point of contact during the selection process.

The Vision Charter School reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope. Specifically indicate completed projects performance relative to schedule and budget parameters.

Past Performance: Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable.

- C. Examples of Work: Renderings, photographs, preliminary drawings, may be submitted as examples of your work.
- D. Describe the firm's current and projected work-load, plan to complete the work, and ability to complete the work in a timely manner.
- E. Describe your approach to establishing a clear and concise program with cost, schedule, quality, and functionality requirements (with input from all stakeholders) and the subsequent design to these requirements and construction of the building with minimal scope creep.
- F. Describe your approach to analysis and recommendation of alternative construction materials and methods.
- G. Describe your approach to incorporating design features that contribute to student learning.
- H. Describe your experience with and approach to High Performance Buildings, sustainable construction practices, and sustainable buildings. Provide specific information on Life Cycle Analysis.
- I. Provide your anticipated lump sum fee for the work described herein.

## **5 EVALUATION AND AWARD OF CONTRACTS:**

Generally, the selection committee will consider each firm's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the firm's previous clients, as well as other references.

### **EVALUATION**

An evaluation committee consisting of VCS Building Committee Members, and a non-voting representative of the A/E team will rank the submittals, and at least three (3), but not more than five (5) teams may be selected for personal interviews.

After interviewing the selected Design/Build teams, the evaluation committee will re-rank the teams to determine the final point score.

**AWARD**

Based on the results of the submittals and review of previous projects awarded to each firm, selection committee will recommend a course of action to the Vision Charter School Board at their next scheduled meeting. If recommended, VCS in accordance with prescribed procedures, will issue a notice of intent to negotiate.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including standard terms, including a requirement to carry and maintain a minimum of \$3,000,000 professional liability insurance coverage. VCS reserves the right to reject any or all submittals received as a result of this request.

VCS may also negotiate separately with any source in any manner necessary to serve the best interests of the School. Awards will be made on the basis of submittals resulting from this request and subsequent interviews. Design/Build Teams must have design professionals licensed by the State of Idaho and the constructors must have an Idaho Public Works Contractor's License and be properly licensed as a Joint Venture if applicable to complete the work.

**6 FEES:**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Contract prepared by the School will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of that is authorized by the School. Please include your anticipated lump sum fee in the Proposal.

**7 PROPOSAL/AWARD SCHEDULE**

Issue RFP	January 9
RFP Due	January 23
Interviews	January 30
D/B Selected	February 6
NTP	February 15

# ATTACHMENT A – SITE PLAN

