



Request for Qualifications for Architect/Facilities Master Planner

Pikes Peak BOCES
4825 Lorna Place
Colorado Springs, CO 80915

Opening Date: November 6, 2009
Date Due: November 30, 2009

Electronically to: bselle@ppboces.org

Submitted to: Bob Selle

Communication: All questions and communication related to this project should be directed to Bob Selle or Todd Fenhaus.

We are pleased to present this Architect/Facilities Master Planner opportunity to you and your company. Submittals postmarked later than November 30, 2009, 4:00 p.m. or submittals delivered to the incorrect location will not be accepted. All responses and submittals must be delivered via US Mail to:

Pikes Peak BOCES
4825 Lorna Place
Colorado Springs, CO 80915
Attention: Bob Selle

Project Background

Pikes Peak BOCES serves 20 urban, suburban, and rural school districts encompassing more than 3,200 square miles and which educate more than 110,000 students. Pikes Peak BOCES is an invaluable asset to local school districts in finding ways to best use educational dollars effectively without diminishing special education, federal programs, and other services vital to the education of its students. However, not all students are successful in school due to behavior, academic setting, skill gaps, or academic performance issues.

The Pikes Peak BOCES School of Excellence is located on the eastern edge of Colorado Springs across from the Pikes Peak BOCES administrative offices. The school was originally constructed as a warehouse in 1968. It then was converted to offices and classrooms for Blair Business College. Since the building's acquisition by BOCES in 2002, the school has served an array of programs for students with emotional, behavioral and physical challenges. The facility supports classrooms, computer labs, a library, cafeteria, administrative offices, and common areas. In all BOCES programs, students receive both academic and psychosocial educational support. Currently, the School of Excellence supports five programs:

1. The Phoenix Program serves students K-12 with moderate to severe behavioral issues. Phoenix currently has 17 students.
2. The Pathways Program is for K-12 students with severe emotional and behavioral conditions. The program has an enrollment of 45 students (up from 40 during the 2007-2008 school year).
3. The Liberty Program serves students with two or more severe handicapping conditions. Generally, these students have low intellect and emotional issues (e.g., autism). Currently 8 elementary, 5 middle school and 8 high school students are enrolled.
4. Assistive Technology Partners is a community nonprofit using two offices within the School of Excellence. This organization provides assistive technology equipment to special needs adults and youth. Clients use the offices to obtain equipment as well as access training on equipment utilization.
5. Pikes Peak BOCES' New Directions provides two programs. The first is an alternative school serving high school students who fail to thrive in a traditional high school setting and are at-risk for dropout or expulsion. The second program serves students who have been expelled from local districts. This program with 9 students is located outside the main building in a dry modular. Students must use the another modular building for restroom facilities.

General Description of Services and Project

The Architect/Facilities Master Planner will ensure the following Project Management Plan is implemented with fidelity. The Architect/Facilities Master Planner will be responsible for the following services:

1. Develop a thorough facility master plan. (Planning was begun in Spring 2009 and will continue through Fall 2009 using the Colorado Department of Education's Statewide Facility Assessment information to clarify the process.)
2. Develop the engineered drawings for the PPBOCES ADA, safety and security projects funded by the BEST grant.
3. Assist in determining the appropriate delivery method for the proposed project.
 - a. Design/Bid/Build, Design/Build, Cost plus with a guaranteed maximum price, CM/GC.
4. Coordinate the timing of design and construction events.
5. Review contracts between the vendors and Pikes Peak BOCES for services to be performed. When necessary enforce contract revisions.
6. Ensure that the contractor and its subcontractors are properly insured and bonded.
7. Review plans and specifications for suitability of school use; quality; student and staff safety; building code compliance; fire code compliance; size/square foot; future operating costs; and budget.
8. Ensure all federal, state, and local requirements are satisfied including bonding, advertising for final payment, OSCHA, EPA, EEO, other agency requirements, etc.
9. Plan, organize, coordinate, evaluate, and direct activities related to the project per the design submitted in the BEST applications.
10. Ensure a reasonable, realistic, budget is established and maintained. Ensure that the budget is maintained without compromising the quality or integrity of the project.
 - a. Ensure all fees, profit, overhead, contingencies, etc. are aligned with industry standards.
 - b. Provide proper documentation required for various audits.

11. Perform on-site inspections for quality of workmanship, quality of materials, conformity with plans and specifications, code compliance, on-site safety, project schedule vs. progress, and general progress of the construction project.
12. Attend construction meetings with contractor, owner, and major subcontractors that are on-site.
 - a. Includes discussions of potential or pending change orders, problems, schedule, budget, requests for information and any other areas of interest.
 - b. Report to the PPBOCES Director of Fiscal Services and/or Executive Director and the Division of Public School Capital Construction on the progress and status of the project.
13. Review all test reports and ensure they are in compliance with specifications. Examples include soils, compaction, concrete, welds, and other required tests.
14. Help Pikes Peak BOCES resolve disputes or claims that may occur.
15. Review progress billings and when necessary negotiate revisions and review CDE reimbursement requests.
16. Ensure all lien/claim releases are executed with all progress and final payments.
17. Ensure proper close-out of: O&M, warranties, training, punch list, commissioning, etc.
18. Oversee other project related functions as identified by Pikes Peak BOCES.

General Information

This solicitation is issued by Pikes Peak BOCES. As such, PPBOCES reserves the right to: 1) terminate, suspend or modify the solicitation process or any contract negotiations entered into pursuant to the process at any time; 2) reject and or all submittals at any time; and/or 3) waive any informalities, irregularities, or omissions in submittals at any time.

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Section 1 – Introduction

A. Intent:
 PPBOCES seeks to retain the services of a highly qualified Architect/Facilities Master Planner experienced in successfully completing educational projects, to provide planning and construction supervision services for Pikes Peak BOCES.

B. Project Descriptive:
 ADA Accessibility: ADA accessibility is critical given the nature of School of Excellence Programs. The advent of additional children with multiple physical handicaps established ADA accessibility as the primary need. The School of Excellence building is situated solely on one level. Most hallways and doorways accommodate wheel chairs. The following items are slated for improvement:

1. Reconfigure the men’s and women’s west bathrooms so they comply with ADA regulations. This is particularly critical for the Liberty program students many of whom have physical as well as behavioral/emotional handicapping conditions.

2. Create a shower room for student's with multiple handicaps that is wheelchair accessible and accommodates both a student and a caregiver. This is relatively simple retrofit based on the size of the current space. Again, this element is critical for the Liberty program.
3. Change all door hardware to lever action rather than door knobs.
4. Install handicap-accessible, electronic door operators at all entryways and narrow hallways.
5. Remove and replace the reception counter at the correct height to accommodate wheelchair-bound clients.
6. Remove and replace the cafeteria sink providing adequate knee space clearance. Currently, it is not within ADA specifications.

Items 3-6 support student independence as they maneuver between classrooms and activities.

Safety and Security: Safety and Security is necessary for students, teachers, and community members. The school is situated on a business/non-residential area but only one block from a major east-west street and six blocks from U.S. Highway 24. Students with multiple handicaps and moderate/severe emotional and behavioral conditions are particularly susceptible to poor choices that can endanger themselves and others. Students often experience frustration. They lash out or want to leave the premises. Ensuring staff can easily view all entrance and exit areas from inside the building, minimizing areas to hide outside the school, and redirecting traffic flow are essential. Project components identified for improvement include:

1. Redesigning the front entrance to enable staff to see the 17 buses and vans that transport children.
2. Improve the front entrance safely by replacing plate windows with tempered glass.
3. Redesign other doorways to impede inappropriate entrance or egress by irate or out-of-control students.
4. Replace the existing camera monitoring system to support #1 and #2 above.
5. Replace the exterior standard glazing at the entry and in the cafeteria with tempered glazing systems to minimize establishing pedestrian crosswalks, removing bushes from the edge of the school, changing the facing to ensure students cannot climb the stone-faced school exterior, and installing fencing that ensures students do not stray onto Wooten Road.

Section 2 – Selection Process

- A. For this contract award process, Pikes Peak BOCES has bundled two solicitations in sequence within this document: Phase One, and Phase Two. The Phase One procedure, which is the Request for Qualifications (RFQ), is designed to select a "short list" of the most highly qualified proposer's who will be requested to submit Phase Two proposals. In Phase Two, the number of proposals has been limited to a maximum of five (5), to allow for an efficient baseline among the most highly rated proposals.

- B. **Phase One – Request for Qualifications:**

The first phase of the selection process is solely qualifications based. Pikes Peak BOCES will determine, based upon each firm's submittal, whether or not that proposer possesses the qualifications to perform the owner representation services.

The responses will be reviewed by a selection committee which will include representatives from the Pikes Peak BOCES. The selection committee may also consult

additional sources for subject matter expertise. Those proposers that the committee determines are most qualified to perform the work will be short listed and will be issued a Request for Proposal (“RFP”) and asked to participate in an interview process.

C. Phase Two – Request for Proposal:

Firms that are short listed from the RFQ will be asked to prepare for and interview with the selection committee. At this stage a detailed project completion approach and a sealed fee proposal will be required.

D. Phase Three – Interviews:

Each firm that is short listed will be asked to interview. The interviews are an opportunity to communicate to the selection committee your understanding of the project, offer your methodology for meeting the stated criteria, and state how your firm will interface with Pikes Peak BOCES. The result of the interviews will be a formal ranking.

E. Selection Schedule:

RFQ Available	November 6, 2009
Deadline for Submitting Questions	November 20, 2009-contact Bob Selle or Todd Fenhaus at 719-570-7474
Responses to RFQ postmarked by	November 30, 2009, 4:00 p.m.
Interviews	December 7 -11, 2009
Notice to Proceed	December 15, 2009

Section 3 – Selection Criteria

A. Selection Criteria

Architect/Facilities Master Planner firms or teams seeking consideration for the Project will be evaluated on the following criteria:

1. Demonstrated experience in elementary, middle, and high school projects.
2. Demonstrated experience constructing LEED Gold Certified Projects
3. Project organization structure
4. Key personnel experience
5. Demonstrated experience with projects requiring Davis-Bacon prevailing wages and documentation compliance.

B. Selection Process:

The selected Architect/Facilities Master Planner will be the highest scoring applicant based on qualifications submitted, reference calls, and interviews. Scoring will take into account the firm’s experience and the experience of individual staff assigned to the Project.

Section 4 – Submittal Requirements

Each respondent firm must comply with the submission requirements as outlined below. Listed are the submittal requirements for the RFQ phase.

Immediately upon receiving the RFQ all proposers must contact Bob Selle via email at bselle@ppbores.org and communicate your firm's intent to submit a response to this RFQ.

Proposers shall submit two (2) hard copies of their completed statement of qualifications and a CD containing an electronic copy to via **US Postal Service Express Mail** to the recipients as noted on page (1) of this RFQ. **Delivery methods other than US Mail will not be accept and may result in delay of your submittal.**

All RFQ Responses must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format and no smaller than 11 point font. It is the discretion of each firm as to which submittal requirements are addressed. The following is a suggested list of items:

Part 1 – Letter of Transmittal:

Clearly indicate the single contact (principal in charge), mailing address, telephone and email addresses. Indicate the specific nature and relationship of any formal association or joint venture of the proposer/respondent.

Part 2 – Team Organization:

Identify key staff of the firm or team and the role that the key staff will provide for the various phases and scope elements of the Project. Provide and Organizational Chart illustrating the proposer's structure for this project and show the construction management staff, the construction on-site staff and any home office staff.

Part 3 – Biographical Data:

Provide brief biographical data of the primary participant(s), including the lead manager(s) and the principal in charge, if different. List the names and titles of other key staff members that are expected to work on the project.

Part 4 – Experience and Expertise:

Provide a narrative of relevant Proposer experience and expertise in project of a similar nature or scope.

Part 5 – Project List and Examples of Work:

The Proposer may illustrate relevant projects that best demonstrate project management ability and/or experience with similar facilities. Information for each project may include reproductions of drawings or photographs (single foldouts are permitted).

Part 6 – Awards:

List awards, recognition received or any other achievements that demonstrate your commitment to construction excellence. Any unsolicited letters of appreciation from owners, professional organizations, or regulatory agencies for any outstanding action performed by the Pre-Project Consultant over and above the contract requirements may be submitted.

Part 7 – References:

Provide a list of individuals who have served (1) in a client capacity. Include current name, title, address, and telephone number.

Part 8 – LEED Experience:

Outline your LEED Green Building Rating System project experience on similar or more complex projects. Provide documentation outlining the degree of green building training and credentials within your team.

Section 5 – General Requirements

A. Verification of Information:

Proposers are hereby notified that Pikes Peak BOCES will rely on the accuracy and completeness of all information provided in making its selection. As such, Proposers are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. Pikes Peak BOCES reserves the right to make any inquiries or other follow up required to verify the information provided.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Proposers are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to CDE, appropriately identify materials which are not subject to disclosure. In the event of a request to CPG for disclosure of such information, CDE shall advise the Proposer of such request to give the Proposer an opportunity to object to the disclosure of designated confidential materials furnished to CDE.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected Architect/Facilities Master Planner agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Pre-Project Consultant further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected Proposer shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as may be amended from time to time.