

RFP – District Design Services- White Pine County School District, Nevada

White Pine County School District, Nevada Facilities Improvements and Additions

RFP No. 1

I. GENERAL OVERVIEW AND DESCRIPTION OF PROJECT OBJECTIVE:

White Pine County School District, Nevada is seeking to hire a qualified and motivated firm to provide architectural services for the detailed design on multiple projects on multiple sites in White Pine County, Nevada.

White Pine County School District is located in the beautiful Great Basin region of Nevada, two hundred twelve miles north of Las Vegas. White Pine County School District serves a community with a population of about 10,000 people. White Pine County School District is comprised of 6 school sites serving 1,400 students in grades K-12.

The project scope consists of exterior site upgrades, utility upgrades, low voltage upgrades, exterior facade upgrades, roof replacements, installation of sports fields, asphalt replacement, flooring replacement, building additions and new building construction. See below for specific scope by facility.

School/Location	Description
Baker Grade School	Verify scope and budget, than design the replace of the Tennis/Basketball Court
Baker Grade School	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in Baker Hall.
Baker Grade School	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in Elementary School.
Countywide	Verify scope and budget, than design a 10,000 Storage Facility, covered parking for 30 school busses, 5 bays 6,000 S.F. buss/automotive/service truck repair garage and a covered buss washing facility.
Countywide	Verify scope and budget to replace all classroom door locks.
Countywide	This design work has been complete by the Owner, The Design professional is verify budget, administer this scope as a bid package and provide construction administration assistance if warranted for the Cherry Creek Facility.
Countywide	Verify scope and budget, than design and upgrade to the existing internet Infrastructure for the district.

RFP – District Design Services- White Pine County School District, Nevada

Countywide	Energy retrofit/efficiency measures that provide return on investment in a timeframe less than the term of the bonds.
David E. Norman E.S.	Verify scope and budget, review the roofing assessment and if need be design the replacement of the roofing material.
David E. Norman E.S.	Verify scope and budget, design the repointing and refacing of the existing brick faces, clean, repair, paint & seal exterior of building
David E. Norman E.S.	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
Lund K-12	Verify scope and budget, than design the replacement of the exterior siding.
Lund K-12	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
Lund K-12	Design motorized window treatments (shades) in the Auditorium.
Lund K-12	Relocate water tank to allow gravity feed supply to facility and install new freeze protection.
McGill E.S.	Redesign the playground to stabilize the ground cover, re-use the existing playground equipment, and design new playground access.
McGill E.S.	Patch and repair exterior façade, include face shell cmu, patch concrete faces and paint exterior building.
McGill E.S.	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
McGill E.S.	Improve parking and create bus ingress and egress on gymnasium side of school
Steptoe Valley H.S.	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
White Pine H.S.	Verify scope and budget, review the roofing assessment and if need be design the replacement of the roofing material.
White Pine H.S.	Verify scope and budget to design a new lighted baseball and softball complex.
White Pine H.S.	East Wing Addition – Verify scope and budget to add Auxiliary Gym, Wrestling & Storage, +/-11,000 S.F.
White Pine H.S.	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
White Pine H.S.	West Wing Addition- Verify scope and budget to add a +/- 9,000 S.F. Theater with 8,500 S.F. Fine Arts complex housing Art, Music and Dance facilities.
White Pine H.S.	Verify scope and budget and design a new 5,000 S.F. Storage Building on the North parking lot of the Vocational Building.
White Pine H.S.	Design the addition of new sidewalks from all exterior doors to roadways, install parking lot islands, create access to the faculty parking lot and add parking striping.

RFP – District Design Services- White Pine County School District, Nevada

White Pine M.S.	Asphalt Replacement (non-parking improvements)
White Pine M.S.	Verify scope and budget to abate asbestos flooring.
White Pine M.S.	Verify scope and budget than design the infill of the existing windows on the West end of the 2nd Floor and add new through wall a/c units.
White Pine M.S.	Verify scope and budget, than design an alert notification system similar to the SAFE System with intercom, bell and video security capabilities in facility
And additional scope items as identified during the master planning effort	

White Pine County School District projects a total construction budget ranging from \$6 to \$9 +/- million and it has agreed to administer the design, funding, construction, maintenance and operation of the facility.

II. SCOPE OF SERVICES TO BE PERFORMED BY THE SELECTED ARCHITECT:

The selected architectural firm shall provide the following services; **Pre-Design Services** which include master plans, programming, site feasibility studies, statements of probable costs and Owners budget review. **Design Services** shall include concept design, schematic design, construction documents and bidding. **Construction Phase Services** shall include coordination with the general contractor, project oversight and inspection. Scope of the work shall include the following:

1. Coordination with School District–appointed Project Manager and Project Management Team in all phases of the project, according to the approved Project Approach and Project Schedule submitted by the Architect.
2. Preparation of a Concept Design and Schematic Design for the project, including preliminary building plans, sections and elevations, study models, perspective sketches, electronic modeling, etc. The Architect will present the Concept and Schematic Design to the Selection Committee and if need be to the School Board upon request.
3. Facilitation of public input and public scoping presentations at key project phases.
4. Assistance with the Owner in selecting the type of project delivery method, i.e. Design, Bid, Build or Construction Manager at Risk.

RFP – District Design Services- White Pine County School District, Nevada

5. Coordination with the General Contractor/Construction Manager beginning at the 10% design level. Coordination will include review of construction materials and methods, cost estimating, project phasing, etc. (if CMAR is used)
6. Preparation of Construction Documents. Documentation will include drawings and specifications that establish in detail the quality, quantity and levels of materials and systems required for construction of the project. Presentation of 60%, 90% and 100% Construction Documents will be provided. Documents will be in sufficient detail at 100% for General contractor's to submit a bid to the Owner.
7. Coordination of all permitting, inspections, document approvals, public works requirements and other similar requirements.
8. Continued coordination with the CM/GC throughout the bidding and construction process for the project. This coordination will include regular updates to the School District regarding project progress. (If CMAR is used)
9. Coordination with GC in project inspection and closeout, including all closeout documentation, maintenance and operation manuals, warranties, as-built drawings, systems testing, quality assurance, etc.

III. REQUIRED PROPOSAL SUBMITTAL GUIDELINES:

These guidelines are developed to standardize the preparation of submittals by architectural firms. The purpose for these guidelines is to help ensure consistency in format and content of submittals that are prepared by architects and submitted to White Pine County School District. The submittal should provide the Selection Committee with an understanding of the Architect's ability to undertake and complete the proposed project in a thorough and timely manner.

It is very important that submittals be clear and concise in the recommended format so they can be evaluated in an objective manner by the Selection Committee. Each section in the submittal should be tabbed for easy reference.

In addition to other required submittals in this RFP, the submittal should contain the following information in the order listed.

1. Summary Statement – Provide a brief statement that summarizes the qualifications of the architect in relation to the unique and general requirements of this project (2 pages maximum).
2. Proposed Project Team Organization and Qualifications – Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project and the geographical location where the work will be performed. Provide resumes for

RFP – District Design Services- White Pine County School District, Nevada

all key individuals on the proposed project team outlining qualifications, education and specific experience and expertise related to education facility design. List current work commitments to other projects or activities in sufficient detail to indicate that individuals assigned to the proposed project will be able to meet time commitments. Provide a matrix that indicates past project collaborations carried out by the proposed team. Personnel indicated as assigned to the project must be actively engaged in completion of the tasks. Any change of personnel after the RFP is submitted or after award of the contract must be approved by the White Pine County School District Selection Committee before the change is made to assure consistent expertise throughout the term of the project or any signed contract may be deemed in breach. (4 pages maximum)

3. Proposed Project Team Performance on Past Projects – Provide information on at least five educational facility projects that demonstrate the Architect’s ability to accomplish a project of this scope and similar magnitude. For each project identified, provide the following information: Owner, Location of Project, Project Description, Photo, Square Footage, Cost, Date Completed, Special Features and Project Team Members’ involvement. (4 pages maximum).
4. References – Provide a reference for each project listed above who may be contacted for further information regarding the performance of the Architect’s Project Team. Include name of contact, address, telephone numbers and email address. (2 pages maximum)
5. Team Roles and Responsibilities – Provide a description of the roles and responsibilities of the Architect’s Project Team members and how the Team will work together to achieve the objectives of the project. Explain internal policies and procedures related to work quality and cost control. Describe experience with appointed and elected officials, citizens, special focus groups and facilitating public information gathering meetings. List and describe any potential conflicts of interest. (2 pages maximum)
6. Proposed Project Schedule – Provide a schedule that includes individual phases as applicable. The proposed project schedule shall list important dates, times and locations of meetings and submittals. Identify internal methods that will be used for project schedule control. (2 pages maximum)
7. Proposed Project Approach – Outline the tasks, any special approaches and the plan for completion. Innovation and alternatives to the scope proposed here are welcome. (2 pages maximum)
8. Local Knowledge – Describe your knowledge of the local area and criteria that needs to be considered in the building design and project execution. List (by name) all project completed in Ely (if any) in the past five years. Provide examples of your experience in the area or similar climatic conditional areas (6,500’ elev. cold weather)

RFP – District Design Services- White Pine County School District, Nevada

40 lb. Live Snow Load, 60 lb. Ground Snow Load, 100 Mile Wind, Exposure C, Seismic D. (2 pages maximum)

9. Public Project Experience – Discuss your experience in designing public projects, which are funded by public monies. (2 pages maximum)
10. Anticipated costs for architectural and engineering services. (1 page maximum)
11. Statement on Immigration Status – All architects are reminded of the requirements of Nevada Code that White Pine County School District is prohibited from entering into any contract for the performance of services with any successful proposer who does not provide the School District with proof of registration and participation in a federally approved immigration status verification system. Failure to provide the required proof may be grounds for rejection of a successful proposal. (1 page maximum) Include graphs, charts, photos, resumes and conceptual renderings at your discretion within the submittal page requirements.

IV. GENERAL PROPOSAL INSTRUCTIONS AND REQUIREMENTS:

1. **THE DEADLINE FOR ALL PROPOSALS IS Friday, September 26, 2014 at 5:00 P.M. PST.** Any proposal not received before the date and time specified shall not be accepted. Faxes, text messages or emails of proposals will not be accepted.
2. Architects must deliver or mail five (5) copies of the submittal numbered sequentially from one (1) to 5 (5) on the upper right-hand corner of the cover to White Pine County School District 1135 Avenue C, Ely, Nevada 89301 no later than the deadline noted above. Identify submission as “**RFP No. 1: White Pine County School District Design Services**”. The entire submittal should not exceed twenty-four (24) pages in length. In addition, the Architect may submit a brochure describing the capabilities of their firm.
3. The legal status of the architectural firm, whether a corporation, partnership, limited liability company or individual shall be stated in the proposal. A corporation shall execute its proposal by its duly authorized officers in accordance with its corporate by-laws and shall indicate the State in which it is incorporated. A partnership shall give full names and addresses of all partners. Partnerships and individual architects shall be required to state in the proposal the names of all persons interested therein. A limited liability company shall execute the proposal by its members or authorized manager.
4. If the proposal is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the proposal. Anyone signing a proposal as an agent of another or others shall submit with his or her proposal, legal evidence of his or her authority to do so. The place of residence of each Architect, or the office

RFP – District Design Services- White Pine County School District, Nevada

address in the case of a firm or company, telephone number, fax number and email address shall be given after his/her signature.

5. All architects and sub consultants must be properly licensed to conduct business in the State of Nevada and the City of Ely. All architectural firms shall include evidence that the firm is licensed to do business in the State of Nevada. Proof of all applicable professional licenses is required.
6. The selected Architect will be required to enter into a written contract with the School District in order to provide the services required in the RFP. Relevant proposal documents shall be attached to this written contract. This Request for Proposal does not commit White Pine County School District to award a contract, to pay any costs incurred in the preparation of proposals to this request or to procure or contract services. White Pine County School District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of White Pine County School District. Submittals become the property of White Pine County School District, are treated as privileged documents and are disposed of according to White Pine County School District policies.

V. COMMUNICATION, ADDENDA AND EXPLANATIONS:

1. Paul Johnson, will be the primary contact for the Architect in fulfilling the work described in this RFP. Any questions regarding this RFP should be directed in writing no later than 3:00 p.m. PST on Wednesday, September 10, 2014. Paul Johnson – Chief Financial Officer, 1135 Avenue C. Ely, Nevada 89301, Telephone: (775) 289-4851 Fax: (775) 289-3999, E-mail: paujohns@whitepine.k12.nv.us
2. Responses to requests for explanations shall be made in the form of your corporate letterhead if by letter or by standard email messaging.
3. Addenda issued to architectural firms shall become part of the Contract Documents and all proposals shall include the work described in the addenda.
4. Any other information and/or supplemental instructions shall be in the form of a written addendum, provided to each applicant by email first, followed by US Mail return receipt deliver as back-up.

VI. SELECTION PROCESS AND EVALUATION CRITERIA TO BE USED:

Proposals will be evaluated by a Selection Committee composed of representatives from White Pine County School District which than will review proposals according to the criteria established in this RFP.

RFP – District Design Services- White Pine County School District, Nevada

Proposals shall be evaluated according to the following criteria:

1. 1-5 points possible- Responsiveness to the Request for Proposal. Proposals should contain each submittal outlined in Section III above; in the order the items are listed. Proposals should not be “boiler plate” proposals and should reflect familiarity with the project and the community.
2. 5-10 points possible- Experience as a team with similar projects, experience with projects of similar size and scope. References will be part of the assessment of the Selection Committee.
3. 5-10 point’s possible- Architectural firm’s unique project approach that deals with both community and staff stakeholders.
4. 1-5 points possible- Extent to which architectural firm conveys understanding of vision and unique demands of the work.
6. 1-5 points possible- Demonstration of local knowledge
5. 1-5 points possible- Anticipated costs for architectural and engineering services provided.

White Pine County School District may consider as incomplete any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject such proposal for lack of formality. Upon a final recommendation by the Selection Committee, the School District shall negotiate a fee with the highest ranked firm. If a mutually agreed upon fee cannot be negotiated, the School District will enter into negotiations with the second highest ranked firm.

VII. PROPOSED SELECTION AND PROJECT SCHEDULE:

<u>Event</u>	<u>Completion Date</u>	<u>Time</u>
Advertisements Placed	Friday, August 1st, 2014 Saturday, August 2nd, 2014	
Last Day to Submit Questions/Explanations Proposals Due	Wednesday, September 10, 2014 3 p.m. Friday, September 26, 2014 at 5:00	
Selection Committee Review of Proposals	Week of September 29th, 2014	
Interviews/Presentations	To Be Determined	
Selection of Preferred Architect	To Be Determined	
Approval of Professional Service Agreement with Architect	To Be Determined	
Start of Design Process	To Be Determined	

RFP – District Design Services- White Pine County School District,
Nevada

WHITE PINE COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
SUMMARY SHEET

1. Project: RFP No.1, White Pine County School District Design Services
2. Location: City of Ely, White Pine County School District, Nevada
3. Requested Services: Professional architectural services
4. Type of Submittal Required: Request for Proposal in accordance with written guidelines as described in RFP No. 1.
5. Submission Date: **Friday, September 26, 2014**
6. Submission Time: No later than 5:00 p.m. PST
7. Submission Place: Paul Johnson, White Pine County School District, 1135 Avenue C, Ely, Nevada 89301.
8. Number of Submittal Copies: Five (5), numbered sequentially from one (1) to five (5) on the upper right-hand corner of the cover. Copies sent by facsimile machines will not be accepted.
9. Submittal Length: The entire submittal should not exceed twenty-four (24) pages in length. In addition, Architect may submit a brochure describing the capabilities of their firm.
10. Project Manager and Primary Contact:
Paul Johnson – Chief Financial Officer.
1135 Avenue C. Ely, Nevada 89301
Telephone: (775) 289-4851
Fax: (775) 289-3999
E-mail: paujohns@whitepine.k12.nv.us

Advertisement Dates: Friday, August 1st, 2014 & Saturday, August 2nd, 2014
Local Advertisement Dates: Friday, August 1st, 2014 & Friday August 8th, 2014

RFP – District Design Services- White Pine County School District,
Nevada

NOTICE OF REQUEST FOR PROFESSIONAL SERVICES

White Pine County School District, Nevada is seeking to hire a qualified and motivated firm to provide architectural services for the detailed design on multiple projects on multiple sites in White Pine County, Nevada.

The project scope consists of exterior site upgrades, utility upgrades, low voltage upgrades, exterior facade upgrades, roof replacements, installation of sports fields, asphalt replacement, flooring replacement, building additions and new building construction.

A detailed Request for Proposal can be obtained from the WPCSD Central Office at 1135 Avenue C; Ely, Nevada 89301. Copies may also be requested via email at paujohns@whitepine.k12.nv.us. The subject line on any email request should state "WPCSD – Request for Proposal". Any questions should be directed to Paul Johnson, CFO; (775) 289-4851 (office), or (775) 293-0569 (cell).

Five copies of proposals must be submitted in a sealed envelope clearly marked, "WPCSD – Request for Proposal" no later than 5:00 p.m. September 26, 2014, to White Pine County School District 1135 Avenue C, Ely, Nevada 89301. Proposals will be scored and evaluated.

White Pine County School District is an Equal Opportunity Employer.

Dated this 25th day of July, 2014.
White Pine County School District

Paul Johnson
CFO