

MOORHEAD AREA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES (A & E)
FOR
K-4 NEW ELEMENTARY SCHOOL
5th & 6th SCHOOL ADDITION
PERFORMING ARTS CENTER
CURRENT ELEMENTARY SCHOOLS REMODEL

PROPOSAL DUE DATE:
MONDAY, MAY 18, 2015
4:00 PM

Moorhead Area Public Schools is seeking proposals for professional services to provide architectural and engineering services for the school district. At a minimum, the project team shall include architectural, structural, electrical and mechanical and civil engineering, and food service. RFP details and introductory information about the Moorhead Area Public Schools follows:

Background: Moorhead Area Public Schools intends to plan, prepare, design and bring to district residents through a building bond referendum a construction project for a new K-4 elementary school with a capacity of 750 students, a new 5-6 addition to Horizon Middle School for approximately 1,300 students; including a 750 seat performance arts center, remodel of existing district buildings to improve the safety and security, remodel existing elementary schools to create a flexible learning environment, and an addition of eight (8) classrooms at S.G. Reinertsen Elementary.

Moorhead Area Public Schools is seeking to hire an Architectural firm to:

- Work with the District's Construction Manager.
- Manage overall programming, planning and design process for the project(s) desired.
- Develop architectural designs and documents.
- Work with Moorhead Area Public Schools staff and community.
- Work with the Master Facility Plan Implementation Task Force.
- Report to and meet with the School Board, Superintendent and Assistant Superintendent for Business and Operations routinely.
- Assist with the preparation of Review & Comment and other required submittals.
- Assist the District in the preparation of pre-referendum information and materials.

Mail 12 copies of the proposal to:

Brandon Lunak, Assistant Superintendent for Business and Operations
Moorhead Area Schools
2410 14th St. South
Moorhead, MN 56560
blunak@moorheadschoools.org

Proposals are due to the school district no later than by 4:00 PM on May 18, 2015. Proposals will be reviewed by the Master Facility Plan Implementation Task Force.

Questions should be directed to Brandon Lunak at 218-284-3375 or email at blunak@moorheadschoools.org.

The district will review all proposals received and interview up to five (5) firms. Interviews are tentatively scheduled to be held during the week of June 1, 2015. Exact time and location of the interviews will be determined.

Moorhead Area Public Schools reserves the right to reject any or all submittals presented. There is no expressed or implied obligation for the Moorhead Area Public Schools to reimburse responding firms for any expenses incurred in the preparation of submittal for this request. Receipt of proposals does not obligate the School District to hire an architectural firm.

A Standard AIA Form of Agreement Between Owner and Architect – AIA B132—2009 will be used as the basis agreement between Owner and Architect.

Proposal Requirements: Responses shall include the following:

1. Proposals to have no more than 25 face pages, not including the front cover, table of contents, cover letter and back cover.
2. Firm Background/Organization
 - List company name, address, and description of firm.
 - How many years has your company provided professional architectural services?
 - List the professional and trade associations represented by in-house architectural personnel in your organization.
 - Lead Contact
3. Experience/Workload
 - List up to (5) five architectural projects for public educational facilities. Include a description and project size in area and budget.
 - List the name of the Construction Manager if one was involved.
 - What is your present architectural firm workload? Based on your professional organization, can you manage the project as described by the School District?
4. Project Team
 - Identify all project team members who will be committed to this project and their role in the project. Present their qualifications, resume and their areas of expertise. Include all consultants.
 - Explain your philosophy of the owner, construction manager, and architect and how it relates to the team approach of project organization.

5. Scope of Services

- The scope of services should include all phases of design and construction including the following:
 - a. Schematic Design Phase:
 - i. Review, analyze and update owner's programming needs and requirements to understand the requirements of the project and develop schematic design documents and preliminary cost estimates with the Construction Manager.
 - ii. Develop alternatives for consideration.
 - iii. Assist the District with pre-referendum materials and information as requested.
 - iv. The Architect will work with the construction manager in coordinating cost estimates and budget analysis.
 - b. Design Development Phase:
 - i. Provide design development documents for owner review and approval including updated cost estimates.
 - ii. Provide all applicable code and compliance reviews including, but not limited to, ADA compliance and MN Department of Education.
 - c. Construction Document Phase:
 - i. Provide owner approved construction documents for bidding and construction.
 - d. Bidding Phase:
 - i. Assist the owner and construction management firm in obtaining bids.
 - ii. Work with the owner and construction management firm to prepare all contracts for construction.
 - e. Construction Phase:
 - i. Provide construction administration services as outlined in AIA B132/CMA—2009.
 - f. Include a typical timeline for the work.

6. Approach

- Describe your team's approach.
- Describe your team's experience in submitting school district projects for review and comment with the Minnesota Department of Education and for obtaining necessary code reviews and permitting as required.
- Describe your team's approach to sustainable design. Provide specific example of partnering with local, state and federal organizations to promote sustainable and cost-saving strategies.
- What is your team's experience with and commitment to Minnesota PK-12 Education?
- Describe your team's approach to designing elementary and middle schools for the 21st century? Design considerations may include:
 - Personalization and individualization of student learning.
 - Extension of critical thinking, problem-solving, communication and digital literacy for students
 - Use of space tied to curriculum, instruction and pedagogy.

- Role of technology in the 21st century schools.
- Describe your team's approach during the pre-design/design phase in working with school staff, community and school board to reach common ground on school design features and themes?
- Describe your team's approach to school safety and how it is incorporated into the school's current and future design?
- Describe your team's approach to project closeout, warranty work and follow-up?

7. References

- List (3) three references for K-4 public educational building projects, middle school building projects, performing arts center construction, and school remodel projects and includes owner contact information.

8. Unique Qualifications

- Why should your team be selected to provide architectural services for this project? What are the major strengths your team will bring to the project?

9. Basis of Compensation

- What is the fee for basic architectural services? What is included?
- What items are considered reimbursable expenses?
- It is the intent of the School District to obtain an approximate value of fee at this early phase, and the District reserves the right to negotiate with the selected firm(s) to finalize and refine the fee and project scope.
- What additional services do you feel the District may be interested in but which is not included in the basic fee above? What is your estimate of the fee for these additional services?