

WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20

REQUEST FOR PROPOSALS

The Governing Board of the Whiteriver Unified School District No. 20
Invite the Submittal of Proposals for:

**ARCHITECTURAL SERVICES
FOR WHITERIVER HIGH SCHOOL CONSTRUCTION AND
RENOVATIONS CONTINUATION
RFQ # WUSD 15-001**

Responses will be received at the Whiteriver Unified School District No. 20
Whiteriver, AZ

Please refer to Attachment A for all scheduled activities

For inquiries regarding this Request for Qualifications (RFQ)
Contact the Project Manager:

John Sempert
Arcadis
Cell: (928) 637-3031

This is a Notice of a procurement process that may result in an award; however, it is not intended to be and should not be construed as an offer to contract.

June 1, 2015

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**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES FOR WHITERIVER HIGH SCHOOL CONSTRUCTION AND
RENOVATION CONTINUATION**

The District is requesting statements of qualifications to complete design and furnish construction administration services for WHITERIVER HIGH SCHOOL CONSTRUCTION AND RENOVATIONS CONTINUATION to be located at Whiteriver Arizona. The statement of qualifications shall include

architectural services required to produce construction drawings, specifications and details as required to meet all code requirements and provide all necessary information for bidding and construction of the Project, including construction administration in accordance with the requirements of A.R.S. § 34-104, which requirements shall be incorporated into the Agreement Between Architect and Owner. The District is not required to obtain permits or pay permit fees pursuant to the provisions of A.R.S. § 34-461 (D) and (G). A description of the Project is attached as Exhibit A. The District will award a single contract for the Project.

The District will require the selected firm to be able to proceed with required services within two (2) weeks after award of the work, and that a principal of the firm selected be assigned to the District's Project

Pre-Submittal Conference

A pre-submittal conference has been scheduled at the time and location specified in Attachment A. Attendance by Respondents is strongly encouraged, but is not mandatory.

Draft Project Outline

The Whiteriver Unified School District No. 20 is located in Whiteriver, Navajo County, Arizona at State Route 73.

The Whiteriver High School Renovation and Construction Project has been on going the last 4 years. CORE Construction has been the Construction Manager @ Risk, and NTD Architecture has been the Architect of Record. The contract with CORE was procured through the standard RFQ process. The contract with NTD Architecture was procured through Mohave Educational Services. As of June 8, 2014, Mohave Educational Services ended their Professional Services Contracts. The District and NTD have developed a master plan which the District wishes to continue. The plan has three elements, Academic, Civil, and Athletic. At this time the Civil and Academic plans are at 100% construction documents, the Athletic plans are at 60 % completion. In December of 2014 the Arizona NTD Architecture was purchased by CSHQA, this firm will be allowed to submit.

The selected Respondent will work with a School user group to ensure that the design meets School needs.

The successful Respondent will likely be required to work directly with state, county and or federal agencies having jurisdiction over the project to ensure that all agency requirements are met, including submittals for agency review and comment. The successful respondent may be required to investigate and/or perform tests of the existing facilities and or site to document the basis for the proposed design. The successful Respondent may also be required to provide a range of options in material choices and

provide information and guidance (specifically including a value engineering program and detailed preliminary construction cost estimating) to support the School in their selection of solutions.

Final Design will be subject to approval by the School Governing Board, administration, and appropriate federal agencies to ensure that all concerns, guidelines and standards have been met.

The School specifically wishes to encourage the participation of local businesses and the employment of the area workforce.

The School has retained Arcadis as Project Manager for future Capital Projects. The total anticipated budget for this project at the start four years ago was \$34,000,000. The School anticipates completion of this project, which is funded by Federal Impact Aid, over the next 3 to 5 year period. This draft Project outline is for informational purposes only and does not limit or define the actual Project or scope of services. The actual Project and scope of services will be made a part of any final contract resulting from this RFQ.

SCOPE OF SERVICES

The Scope of Services to be provided for the Project includes the following:

1. Completion of construction documents, including specifications.
2. Development of schedules.
3. Attendance at proposal or bid openings, analysis of proposal or bid documents and preparation of results, including site observation.
4. Administration of the contract for construction, including site observation, performance of all IBC required inspections and issuance of a certificate of occupancy.
5. Review and recommendation for any pay requests, change orders and requests for time extensions.
6. Preparation of all closeout materials and record drawings for submittal to the District.
7. Attendance at community, staff and Governing Board meetings and functions related to the District's building program.
8. Provide warranty evaluation during a two year warranty period.
9. Make application for and secure all necessary permits and approvals of authorities having jurisdiction,

Communications with the School

All communication with the School shall respond to the following guidelines and shall be in writing. The School has retained Arcadis as Project Manager. Respondents shall address all communications (other than delivery of their Proposals) to the School's Project Manager at the address noted below.

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John Sempert, Arcadis
410 North 44th Street
Suite 1000
Phoenix, Arizona 85008

Written communications may also be faxed to (602) 438-0102

From the date of issuance by the School of this RFQ, and until a binding contractual agreement is executed with a selected Respondent(s) and all other Respondents have been so notified, all communications between the School and a Respondent(s) (or any of the Respondent's representatives) shall be formal. Formal communications shall include, but not be limited to: (1) general written inquiries, (2) pre-submittal written questions and answers, (3) written queries based on site visits, and (4) written addenda. No informal communication shall occur regarding this procurement, including requests for information, comments, speculation, etc., between a Respondent or any of their individual representatives and any School employee. All telephone or personal contact concerning this RFQ shall be made with Project Manager John Sempert (Arcadis), (928) 637-3031. The School reserves the right to reject any Proposal submitted by a Respondent who, in the judgment of the School, has not complied with these guidelines.

Interpretation of RFQ Documents before Submittal

Respondents who desire clarifications of the RFQ requirements may submit written questions to the Project Manager. Responses to questions will be made available to all known RFQ holders in the form of an addendum. Questions received less than three days prior to the scheduled submittal date will not be answered. The following procedures apply:

- The Respondent submitting the question shall be responsible for its prompt delivery.
- Interpretation or correction of the RFQ will be made only by written addendum which will be made available to each known holder of an RFQ. The School is not responsible for any other explanations or interpretations of the RFQ.
- A Pre-Proposal Conference will be held on the date specified in Attachment A. The purpose of this conference will be to clarify the contents of this RFP in order to avoid any misunderstanding of the School's intentions. Any doubts as to the requirements of this RFP or any omission or discrepancy should be presented to the School at this conference. The School will then determine the appropriate action necessary, if any, and issue a written addendum to the solicitation. Oral statements by any person will not constitute an addendum to this solicitation.

Submission Requirements

Proposals will be received at the location and until the time specified in Attachment A. Qualifications shall be sealed, labeled, and provided in the numbers specified in Attachment A. No verbal, E-mail, telephone, or faxed Qualifications will be accepted. Late deliveries will not be accepted. Please note that delivery services and "overnight mail" cannot be relied upon to make timely deliveries in this geographic region. It is the sole responsibility of the Respondent to ensure proper and timely Proposal delivery. Copies of the Proposals shall not be sent to any other office or department at the School. Proposals will be opened on the date and time specified in Attachment A, and the name of respondents will be read aloud. All information regarding the content of the Proposal will remain confidential until an award is made, or all are rejected. After an award has been made, the Governing Board will make

available for public inspection all information, Proposals and qualifications submitted, and all findings and other information considered in determining whose qualifications were selected for the award.

Proposals shall contain all of the information specified herein and shall be submitted in the specified organizational format. There are no limitations on number of pages or page format. If in the judgment of the School any section is absent or incomplete, or if the organizational format is not as specified, the School reserves the right to reject the Proposal. All information in the Proposal shall be machine printed for legibility. Only the proper signature is to be handwritten. Proposals found to be illegible in the judgment of the School will be rejected. The School reserves the right to reject any Proposal not properly signed. All Proposals marked as original shall include a transmittal letter signed by an authorized representative of the Respondent in ink.

(Include all of the following)

Transmittal Letter

Provide a transmittal letter identifying and introducing the Respondent. Briefly summarize the Respondent's background and any distinguishing qualities or capabilities that uniquely qualify the Respondent for the Project. This letter shall be signed by the individual to be regarded as the Respondent's team leader, with authority to bind the Respondent contractually. Please address the letter to Jeff Fuller, Superintendent.

Table of Contents

The Table of Contents shall list all Proposal sections as listed below.

(Tab the following Proposal sections by letter as indicated below)

A. Organization

Provide a diagram of the Respondent's team structure, clearly indicating the prime responsible firms and individuals, and noting the roles and responsible individuals of any sub-consultants. The Respondent must be able to provide a complete design team capable of providing all major design disciplines including but not limited to architecture, structural, mechanical, civil, electrical, survey and testing.

Provide a summary of all team members, including names, roles and responsibilities within the team.

B. Qualifications as Demonstrated by Experience

Demonstrate special expertise, qualifications, and experience, via other school facility projects completed by the team members. This experience should include a wide range of projects including both renovation and new facility construction.

List and describe in detail between five and ten completed projects which establish the team members' experience in the school field especially athletic facilities. Include construction cost, size of project, schedule, completion dates, and any issues of relevance.

C. Key Individual Qualifications and Experience

List the key individuals of your firm that will be assigned to Projects together with their job descriptions, qualifications and experience. Specifically describe the role each person will have in a Project. This list shall include the following roles at a minimum:

- The Manager who will be in direct responsible day-to-day charge of a Project for its entire duration, and is responsible for regular communication with School representatives.
- For each listed Sub-Consultant, the Manager who will be in responsible day-to-day charge of a Project for its entire duration.

Indicate the specific role each has played in relevant or comparable projects identified in the Proposal. Include individual resumes for key project leadership. The School is primarily interested in information regarding those individuals who will have the greatest responsibilities for completing Projects.

D. Ability / Capacity of Respondent to Service the Project

The School will not require the selected Respondent to have or establish an office in northeast Arizona. However, the School expects the successful Respondent to make a significant commitment to servicing the Project and the School, regardless of geographic distance. Describe specifically the procedures the Respondent shall employ to ensure that the Project and the School are thoroughly supported throughout design, construction, and the warranty period.

Describe the current workload and availability of staff.

Describe the commitment of the Respondent (anticipated time necessary) to completing the design documents for bidding purposes once a contract is signed for a Project.

Document that each individual and/or firm is appropriately licensed or registered to perform the requested services in the State of Arizona, as required by the Board of Technical Registration.

The selected Respondent and all consultants and sub-consultants of the selected Respondent shall, at all times relative to the contract to be awarded relative to this RFQ, be covered by professional liability insurance that is equal to or greater than the quality (grade, terms, etc.) and amounts (policy limits) of the professional liability insurance to be required of the successful Respondent under Respondent's contract with the School. Provide documentation of the Respondent's professional liability insurance coverage and amounts.

Describe in this section the quality management plan that shall be established for Project design, design documents, and construction administration.

E. Client References

Identify the names and ***current*** telephone numbers of client user group and/or facilities project management contacts with first-hand personal knowledge of each of the projects identified in this Proposal. Identify each contact's specific role in the referenced project.

The Respondent may list additional client reference contacts for comparable projects which establish the Respondent's qualifications and experience. Letters of reference may be included in this section at the Respondent's option.

F. Form 330 Part II and Other Information

Include in this section an executed United States General Services Administration Standard Form 330 Part II. The Respondent may at its option also include in this section other information it considers appropriate for this Proposal.

G. Basic and Additional Services

Identify areas of service included in "Basic Services" (B), "Additional Services" (A) and "Reimbursable Expenses" (R) from the following listing of potentially needed services. (Identify a category, (A), (B) or (R), for each listed item in the space provided.)

- Architectural design, drawings, specifications and construction observation
- Structural engineering, calculations and construction observation
- Mechanical/plumbing engineering and construction observation
- Electrical engineering and construction observation
- Reproduction of client review sets of progress and final drawings (3 sets at each review)
- Landscape architecture
- On and off-site civil engineering, hydrology, septic system (if required), design and construction administration
- Printing of bid and construction sets of documents, code review sets, special structural inspection and certification (if required)
- Interior design, graphics design, furnishings and equipment (moveable)
- Telecommunications/communications system consulting
- IBC required inspections
- Issuance of certificate of occupancy
- First and second anniversary warranty and guarantee inspection and follow-up
- Record drawings preparation (3 mil mylar)
- Cost estimating (construction cost and budgeting cost)

Other recommended services

H. Addenda acknowledgement

Include a signed copy of the addendum receipt acknowledgement form.

Fees and Pricing

Do not include any fees or pricing related to this Request for Proposals.

Proprietary Information

Respondents may designate portions of a Proposal as proprietary information. A statement advising the School of this fact shall accompany the submission and such information shall be so identified wherever it appears.

Selection Process

The School's Selection Committee will evaluate the Proposals and rank the Respondents in the order of demonstrated competence and qualifications to meet the needs of the School and submit their recommendations and ranking to the Governing Board for approval.

The School may, at its sole discretion, invite selected Respondents to engage in discussions and/or make a presentation to allow the Respondent an opportunity to support or clarify their qualifications.

Following these discussions and or presentations, if they occur, the Committee will rank the interviewed (Date to be Determined)

If the Governing Board accepts the Selection Committee recommendations and ranking, and the School determines to proceed with contract negotiations, the School will attempt to negotiate a contractual agreement with the highest ranking Respondent(s). If an agreement establishing the duties and responsibilities of the School and Architect, contract requirements, and contract documents cannot be reached in a timely manner, as determined by the School, then negotiations will proceed with the next highest ranked Respondent and so on. If a contractual agreement cannot be reached with any of the Respondents initially qualified, the Committee may qualify additional Respondents from the Statements of Qualification or repeat the entire RFQ process at the School's sole discretion.

Ranking Criteria

The School's Selection Committee will rank Respondents based upon the following criteria:

- Past project performance in regard to relevance, quality and ability to meet schedules and budgets, as reported by listed references.
- Professionalism and experience of the Respondent, associates and consultants proposed for the Project, as demonstrated by materials submitted and by discussions and/or interviews if conducted.
- Capability of the Respondent to meet School needs and goals and provide the required services.
- Reputation for personal and professional integrity and competence as reported by listed references.

Integrity of Qualifications

By submitting a Statements of Qualification, the Respondent affirms:

- That it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Statements of Qualification.
- The submission of the Statements of Qualification did not involve collusive or other anti-competitive practices.
- The Respondent shall not discriminate against any employee or application for employment in violation of any and all applicable law.

Mistakes in Proposal

A Respondent may withdraw the Proposal or correct any mistake by modifying the Statements of Qualification prior to the time and date set for receipt.

Rejection

The School reserves the right to reject any or all Statements of Qualification or any part thereof, or to accept any Statements of Qualification or any part thereof, and to waive or decline to waive any formality or informality in any Statements of Qualification as deemed to be in the best interest of the School. Notwithstanding any other provision herein, the School expressly reserves the right to reject any or all Statements of Qualification or reissue the Request For Statements of Qualification.

Gratuities

The School, by written notice, may terminate any contract issued as a result of this RFQ if it is found by the School that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Respondent or any agent or representative of the Respondent, to any officer or employee of the School with a view toward securing an order or securing favorable treatment with respect to the awarding or

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amending, or the making of any determinations with respect to the performing of such order. In the event the contract is canceled by the School pursuant to this provision, the School will be entitled, in addition to any other rights and remedies, to recover or withhold from the Respondent the amount of the gratuity.

Conflict of Interest

Any contract issued related to this RFQ is subject to cancellation by the School if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the School is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or as a consultant to any other party of the contract with respect to the subject matter of the contract.

Headings

The captions, headings and subheadings in this document are for the convenience, enjoyment and ease of personal use only and in no way define, limit or describe the scope or intent of the document.

Return of Documents

Any documents submitted in response to the RFQ become the property of the School, and will not be returned.

Disclosure of Data

Statements of Qualification will not be open for public inspection until a binding contractual agreement is executed with a Respondent and all other Respondents have been so notified.

Statements of Qualification may contain data that the Respondent does not wish disclosed for any purpose other than evaluation of the Proposal. If so, the Respondent shall clearly identify the specific pages of the Statements of Qualification to be restricted. The School assumes no liability for disclosure or use of unmarked data, or for the disclosure of marked data if that disclosure is required by law. Unless confidentiality is requested, information submitted in response to the RFQ may be disclosed in response to a Request for Inspection of Public Records submitted pursuant to applicable Arizona Revised Statutes.

The Contract

A formal contract between the School and the Architect to provide Architectural services for the School will be initiated by the School upon award by the School's Governing Board. As the School establishes a project, the School shall request a fee Proposal from the Respondent. If a fair and reasonable price is established and is approved by the School's Governing Board, a formal amendment to the contract between the School and Architect shall be issued for each individual project.

It is mutually agreed that the successful Respondent shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his/her right, title or interest therein, or the power to exercise such contract, to any person, company or corporation without prior written consent of the School.

Protests

Any protests to this solicitation shall be filed and resolved in accordance with Arizona R7-2-1141 through R7-2-1153.

Reservation of Rights by the School

The School expressly reserves the right to undertake any of the following if advantageous to the School:

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- Reject any or all Statements of Qualification.
- Withhold the award for any reason it may determine.
- Terminate the RFQ process at any time.
- Reissue the RFQ.
- Extend the time frame for submission of the responses by notification to all parties who are known to have received a copy of the RFQ.
- Request more information from any or all submitting Respondents.
- Hold all Statements of Qualification for a period of 60 days after the opening date and time, and accept a Statements of Qualification I not withdrawn before the scheduled date and time for receipt.
- Waive or decline to waive irregularities in any Statements of Qualification, or in the RFQ process.
- Decline to enter into a contract with any of the Respondents.

Other Terms and Conditions

The receipt by the School of a Statements of Qualification will indicate that the submitting Respondent understands the requirements and shall supply the services proposed.

Acceptance of any Statements of Qualification will take into consideration the reliability of the Respondent, past documented performance, and the appropriateness of the information provided. The School will, in the exercise of its discretion, be the sole judge in the determination of the quality and appropriateness of the Statements of Qualification . The School’s decision will be final.

All costs for preparation, submission and/or delivery incurred by the Respondent are the sole responsibility of the Respondent and will not be paid by the School.

ATTACHMENT A

WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20

**NOTICE OF NEED FOR ARCHITECTURAL SERVICES FOR ATHLETIC FACILITIES AND
SITE IMPROVEMENTS**

REQUEST FOR QUALIFICATIONS (RFQ) NO. 15-001

The Whiteriver Unified School District No. 20 (“School”), Whiteriver, Navajo County, AZ, invites the submittal of Statements of Qualification for Architectural Services for “Whiteriver High School Construction and Renovations Continuation” from qualified firms and registrants (“Respondents”) properly registered in the State of Arizona with the Arizona State Board of Technical Registration. All Proposals will be subject to all requirements specified in the Request for Qualifications package (“RFQ”). RFQs may be obtained at the following locations:

**Whiteriver Unified School District No. 20
959 S Chief Ave, Administration Bldg,
Whiteriver, AZ 85941
OR
Arcadis Office
410 North 44th Street, Suite 1000,
Phoenix, AZ 85008**

RFQs will not be faxed or mailed.

A pre-submittal conference is scheduled for **June 18, 2015 at 1:00 P.M. LOCAL TIME** at the Whiteriver Unified School District No. 20 Administrative Office. Attendance by a team representative is strongly encouraged, but is not mandatory.

Qualifications shall be submitted in a sealed envelope. The outside of the envelope shall be clearly marked “Whiteriver Unified School District No. 20, Qualifications for District Wide Architectural Services, RFQ No. 15-001, Submitted by [Respondent name]”. One (1) original and six (6) copies of the Proposal shall be submitted, with the original clearly so labeled. Sealed Proposals will be received until **2:00 P.M., Mountain Standard Time (M.S.T.) June 25, 2015**, at the School District Administration Office, 959 S. Chief Ave, Whiteriver, Navajo County, Arizona at State Route 73. Faxed or emailed Proposals will not be considered.

Qualifications will be time and date stamped upon receipt in the School District Administration Office. Time of Qualification arrival will be recorded from the clock located at the School District Administration Office. Any Statements of Qualification, modifications or withdrawals arriving at the School District Administration Office after the time and date scheduled for delivery will not be considered, unless the Qualification, modification or withdrawal would have been timely received, but for the action or inaction of the School personnel and is received before contract award.

Statements of Qualification and modifications will be opened publicly at 2:15 P.M. local time, Mountain Standard Time (M.S.T.) June 25, 2015 in the Conference Room at the School District Administration Office, 959 S. Chief Ave. Whiteriver and the name of each Respondent or individual submitting a Proposal will be recorded. The record will be made available for public inspection. All

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information and Proposals submitted will be made available for public inspection following the award of a contract, except that portion of a Proposal that a Respondent has so identified, and the School concurs, will remain confidential from and after the time of Proposal opening.

The School reserves the right to cancel this request or reject any or all Proposals in whole or in part if it is advantageous to the School.

Jeff Fuller, Superintendent, Whiteriver Unified School District No. 20, P.O. Box 190, Whiteriver AZ 85941.

ATTACHMENT B

Whiteriver School District No. 20

Addendum Receipt Acknowledgement Form

**WHITERIVER HIGH SCHOOL CONSTRUCTION AND
RENOVATIONS CONTINUATION**

[Respondent name] declares an interest in being selected to perform the services described in the RFQ for District Wide Architectural Services, and affirms that the following Addenda have been received and that the information contained in the addenda has been incorporated in formulating its Statement of Qualifications.

By: _____

Printed name: _____

Title: _____

Date: _____

Addenda received:

1. _____, dated _____
2. _____, dated _____
3. _____, dated _____
4. _____, dated _____
5. _____, dated _____

(List others as needed in the same format.)