



SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

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David Blackburn, Superintendent

REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR A FACILITY MASTER PLANNER

Salida School District R-32-J

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. March 2, 2018

Deliver 1 electronic copy via email + 5 Original Copies to:

David Blackburn, Superintendent

Salida School District R-32-J

Salida, CO 81201

Phone (719)530-5200

dblackburn@salidaschools.org

All official communication with candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to at the same time after the "Clarification Deadline". Responses to clarification will be made available on the Owner website where the RFQ/P is posted. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. Candidates should not contact any team members or any individual associated with the Owner regarding this RFQ or this project.

I. PROJECT SCHEDULE

RFQ/P Available	1/29/2018
OPTIONAL Site Visit***	2/8/2018
RFQIP Clarification Deadline	2/16/2018
RFQ/P Clarification Responses from Owner	2/23/2018
RFQ/P Responses due	3/2/2018
Interview Invitations sent to Short-Listed Candidates	3/6/2018

The following dates are tentative and will be confirmed later based on availability of selection team members:

On-site interviews	3/13/2018
Candidate Notified of Selection/Begin Contract Negotiations	3/14/2018
Completion of Contract Negotiations	3/20/2018
Decision Memorandum Sent to Unsuccessful Candidates	3/21/2018
Notice to Proceed Given to Successful Firm	3/22/2018
Master Plan Complete	TDB

***Please RSVP to David Blackburn at dblackburn@salidaschools.org if you plan to attend. The visit is strictly optional and will not be considered in evaluating proposals. The visit is scheduled from 12-3pm on 2/8/2018

II. BACKGROUND

Owner Background

Salida School District R-32-J is located in Salida, Colorado, in the Upper Arkansas Valley and serves the communities of Salida, Poncha Springs, and Howard. The district's current enrollment is approximately 1,250 pupils. The owner completed a substantive district facility plan in 2008. That plan was used to guide the development and funding of a new high school and elementary school, in connection with the BEST program. The district also worked with BEST to fund the remodel of the old high school into an administrative building. In addition, the district worked with BEST to remodel the HVAC system at the middle school. At the time of the previous facility plan the district was predicted by all measures to weather a declining enrollment trend. That prediction did not hold. The state and the county has seen the opposite. At the time of the high school design the enrollment was 1030. This year it was 1200. An additional increase of 200+ students is likely in the next 3-5 years. The district needs to develop a new facility plan with this growth in mind.

Project Description

The district requires the assistance of outside experts in the preparation of a comprehensive facility master plan to ensure that facilities meet the educational and support service needs of the district into the future. The last comprehensive plan was updated in 2008 and is available for review on the District's website. The District has recently completed a community values process and has an updated strategic plan. The results of these processes will drive the District's educational program for the foreseeable future and will provide important input into the development of the facility master plan.

Facilities Included in the Scope of Services:

Salida Early Childhood Center

516 Teller Street
Salida, CO 81201

Horizons Exploratory Academy

310 E 9th Street
Salida, CO 81201

Longfellow Elementary

425 W 7th Street
Salida, CO 81201

Kesner Building

349 E 9th Street
Salida, CO 81201

Salida Middle School

520 Milford Street
Salida, CO 81201

Salida School District Bus Barn

10400 CR 120
Poncha Springs, CO 81242
Under Construction, estimated completion June 2018

Salida High School

26 Jones Avenue
Salida, CO 81201

Holman Fields

1455 Holman Avenue
Salida, CO 81201

Crest Academy

220 W 12th Street
Salida, CO 81201

III. MASTER PLAN OBJECTIVE

The updated facility master plan will address both the short-term and long-term facility needs of the District taking into account District educational goals as provided for in the District's visioning and strategic plan documents, stakeholder input, current and projected future enrollment and related facility capacities, and conditions of current facilities. The master plan will prioritize needed improvements to assist the District in developing capital plans and implementing recommended strategies for completing proposed projects.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. **No fees shall be included in the RFQ Submittal.**

SECTION 1 - LETTER OF INTEREST

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and is signed by the principal-in-charge.

SECTION 2 - EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firms relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience, background and responsibilities including resumes.
3. Describe your firms past experience with master planning and educational programming.
4. Provide your firms project organization structure and responsibilities.
5. According to your firm, what is the value of a master plan and what is it used for?
6. What criterion does your firm use to determine if a building should be remodeled or if it should be torn down and rebuilt?
7. Describe your approach to integrating multiple sources of information about an Owner's facilities and community into the master plan.
8. How does your firm provide an in-depth cost evaluation associated with deficiencies in a facility? This should include hard and soft costs.
9. Show your ability/approach to organize and meet schedules.
10. Identify master plans your firm has completed with a similar size and scope to the proposed project.
11. Demonstrate experience in understanding and analyzing school operations, school programs, enrollment projections and demographic data.
12. Knowledge of LEED & CO-CHPS criteria and program requirements.
13. Understanding of the Owner, its organization and leadership.
14. Identify any other unique challenges/approaches that you have experienced that will assist the Owner with developing a successful master plan and ultimately successfully implement the master plan.
15. Based on your current workforce and staffing, in addition to the number of projects your firm currently has under contract or in negotiation, does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?
16. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws.

SECTION 3 - SCOPE OF SERVICES

The Candidate chosen will be expected to develop a master plan through a team effort involving school administration, staff, school board members, students, community members, and professional consultants with disciplines in education, planning, programming, architecture, engineering, construction, facility management, facility operations, and technology. The master plan should be aligned with the District's vision and strategic plan and should explore a variety of options based on a thorough assessment of the facilities and stakeholder input. The master plan should include a strategic implementation plan for short and long-term facility needs.

Please address each of the following items below.

1. Facilities Master Planning Services

Outline the complete a scope of services, to include three categories: Minimum Services, Additional Services Desired by the Owner, and Additional Scope Offered by Candidate

By submitting a response and proposal to this RFP/Q, candidates are agreeing to provide all services associated with the development of the Master Plan deliverable described. In general, these services may include, but are not limited to:

- a. Facilitating Community/Committee Meetings to gather information and seek input;
- b. Performing Facilities Assessments and comparing findings with the CDE Statewide Facility Assessment;
- c. Performing SF, program, and classroom utilization studies to discover and correct inefficiencies;
- d. Assisting Owner and Owner's committees with analyzing information and/or generating options;
- e. Developing multiple options for consideration, and providing adequate information for analysis;
- f. Assisting Owner in prioritizing potential capital projects toward build-out of selected option,
- g. Completing and publishing the Master Plan document as described in deliverable.

Please provide a separate narrative description of your approach to the scope requested, describing quantity and types of proposed meetings, site visits, unique methodologies, etc. Additional services or scope may be proposed and identified; however, fees for these services should be identified as a line item in the fee proposal for consideration. Any exclusions from services or deliverables described must be explicitly identified in the submittal.

2. ADD ALTERNATE #1 - Grant Application Support Services

In the event that the master planning process results in the Owner proceeding with a BEST Grant application, the Owner may request assistance with preparation of a BEST grant application. These grant assistance services may include but are not limited to:

- a. Ensuring that all costs (hard, soft, and owner) and scope are included in grant application;
- b. Ongoing communication with the Owner;
- c. Coordination of and attendance at meetings as needed and requested (via conference call if possible);
- d. Reviewing BEST application requirements and familiarization with BEST grant information from CDE website;
- e. Assistance with updating the Owner's CDE Facility Assessment through review comments;
- f. Communication and cooperation with CDE staff as needed;
- g. Documentation required by CDE to provide to the Colorado Historical Society as applicable;
- h. Preparing the BEST grant application including scope narrative for final Owner approval;
- i. Preparing LEED and/or CO-CHPS scorecard and narrative;
- j. Providing additional information required for CDE to complete the analysis of the grant application;
- k. Acting as a liaison for the Owner for CDE follow-up grant questions;
- l. Other duties as required;

If the Candidate is interested in providing add alternate #1, please provide a narrative expressing your firms interest and capacity to complete this scope as presented.

3. ADD ALTERNATE #2 - Bond Issue Support Services

In the event that the master planning process results in a successfully awarded BEST project OR the Owner decides to pursue a bond issue without BEST funds, the Owner may request the following additional services:

- a. Assistance with providing the Owner with graphic images of conceptual design for the community
- b. Attendance at community meetings to discuss the bond election
- c. Attendance on conference calls, answering questions regarding the project, and providing the Owner with information as needed to prepare and communicate the project for the bond election

If the Candidate is interested in providing add alternate #2, please provide a narrative expressing your firms interest and capacity to complete this scope as presented.

SECTION 4 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to complete the master plan by the date listed in the project schedule. Provide a detailed master plan schedule, including milestones, from the notice to proceed date to the completion of the master plan. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the recommended project schedule.

SECTION 5 - REFERENCES

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this mater team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of two phases, followed by negotiations with the apparent winner.

Phase 1 - RFQ Review

The Owner's Selection Committee will evaluate and score the RFPQ submittals based on the selection criteria listed below:

Selection Criteria	Max Points Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: Experience and Qualifications. Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30points
Section 3: Scope of Services. Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	30points
Section 4: Schedule. Ability to complete the planning tasks within the timeframe needed. Submitted complete & understandable schedule.	25points
Section 5: References. Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	5 points
Total Points	100 points

Phase 2 - Interview

An interview invitation will be sent out to the three Candidates with the highest RFQ/P submittal scores on the date noted in the project schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the master plan team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with members of the master planning team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be determined based on their interview score, which is separate from their RFQ/P submittal score.

VI. FEE PROPOSAL

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

Detailed fee proposals shall include the following:

- Lump sum fee;
- Statement of work;
- Confirmation that all scope items from the original RFQ/P will be addressed;
- Any exclusions with explanations;
- number of hours;
- number of people;
- Other resources;
- How the resources are to be used;
- Breakout of anticipated reimbursable expenses included in the fee proposal;
- Hourly rates for all personnel involved in the project;
- Number of site visits anticipated to complete the work;
- Breakout of fees for any non-required scope proposed;
- Pricing for add alternate #1 - Grant Application Support Services*
- Pricing for add alternate #2 - Bond Issue Support Services*

*Note: Both add alternate #1 and add alternate #2 are to be considered optional for the Owner. Provide a separate fee for each of these services independent of your master plan fee.

The negotiated fee is anticipated to include all costs including reimbursable expenses for the project resulting in a "not to exceed" format contract.

Only the fee proposal of the apparent winner will be revealed to the selection committee.

If the apparent winner's fee exceeds the Owner's budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest- scoring Candidate.

VII. ACCEPTANCE AND REJECTION

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFO/P will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

If the master planning process results in a decision to move forward on a capital project, the Owner will complete a separate competitive selection process to select the design and construction team for that project.

VIII. RFQ/P SUPPORTING MATERIAL

The following are to be utilized by the master planner for reference in developing a master plan:

1. Capital Construction Assistance Public Schools Facility Construction Guidelines. Master Planner to reference this document as a guideline during the master planning process.
2. Summary of 5B 07-51 re: High Performance Requirements. These requirements apply to building projects receiving 25% or more of state funding.
3. 24-80.1-104 C.R.S. ref: Colorado Historical Society.
4. Public School Facilities Master Plan Guidelines from CDE's Division of Public School Capital Construction Assistance. This document represents the Owner's minimum expectations for the deliverables and associated scope of the master plan.
5. Statewide Facilities Assessment is to be utilized and built upon in the assessment portion of the master plan.