



Dolores School District RE-4A

From the desk of

Phil Kasper, Superintendent

P.O. Box 727 / 100 N. 6th Street

Dolores, Colorado 81323

Ph 970-882-7255 / Fax 970-882-7685

doloresschools.org

“ I have only been given this day in which to make tomorrow better”

REQUEST FOR QUALIFICATIONS (RFQ) FOR FACILITY MASTER PLANNER

Dolores School District RE-4A

100 N. 6th Street, PO Box 727

Dolores, CO 81323

Phone (970) 882-7255

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. March 22nd, 2019

Deliver electronic copy via email to:

Phil Kasper

100 N. 6th Street

Dolores, CO 81323

Phone (970) 882-7255

pkasper@dolores.k12.co.us

All official communication with Candidates and questions regarding this RFQ 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, which will be after the “Clarification Deadline”. Responses to clarification will be made available on the Owner’s website where the RFQ 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 during the open solicitation period. **Candidates should not contact any team members, or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

I. PROJECT SCHEDULE

RFQ Available	2-4-19
REQUIRED Site Visit	Feb. 11th-28th
RFQ Clarification Deadline	2-28-19
RFQ Clarification Responses	3-7-19
RFQ Responses due	3-14-19
Interview Invitations sent to Short-Listed Candidates	3-18-19
Interviews	3-28-19
Candidates Notified of Selection	3-29-19
Contract Negotiations	3-29-19
Decision Memorandum Sent to Unsuccessful Candidates	4-2-19
Notice to Proceed Given to Successful Firm	4-4-19
Master Plan Complete	8-8-19
(IF PURSING GRANT) Draft Grant Application/CDE	1-16-2020
(IF PURSING GRANT) Grant Application Submittal	February 2020

II. BACKGROUND

Owner Background

Dolores School District RE-4A is a small, rural school district located in the southwest corner of Colorado. The student body is housed on two campuses that consist of a separate preschool, elementary, middle, and high school. The district's transportation facility is also located about 2 miles south of the main campus. The administrative office is located in a separate building 6 blocks away from the other three buildings. Currently, there are 744 students in pre-school through 12th grade. Like many rural school districts, the schools are often a focal point for community activities, specifically the high school building. The school district's facilities, specifically the high school, are continuing to age. The district is in need of guidance to quantify and prioritize capital needs that accompany aging facilities.

Project Description

The school district participated in a statewide school facility assessment, which was completed in 2013. The state facility assessment findings are not originally believed to be comprehensive and new items that should be addressed have arisen in the years that have passed since the assessment was completed. However, the results of this assessment should be included and considered with the development of a comprehensive Facilities Master Plan. The applicant chosen will be expected to work closely with the district, community, and school board to explore a variety of options to establish an understanding of the long-term facilities needs and community perceptions in the articulation of a Facilities Master Plan. It is anticipated that security and implementation of improvements as they relate to the flood plain will be the focus of the Facilities Master Plan, but these will not be the sole criteria.

Facilities Included in the Scope of Services

1. Dolores Elementary School

12th and Hillside

Dolores, CO 81323

- Constructed: 1968
- Additions/ Renovations: 1991 / 1996 / 2013
- Current Enrollment: 396
- Square Footage: 26,830 SF
- Site: 13 acres (includes Middle and High School facilities on same site)
- Historical Significance: None

2. Dolores Middle and High School

1301 Central Avenue

Dolores, CO 81323

- Constructed: 1954
- Additions/ Renovations: 1971 / 2009 / 2013
- Current Enrollment: 300
- Square Footage: 76,269 SF
- Site: 13 acres (includes Elementary and High School facilities on same site)
- Historical Significance: None

3. Teddy Bear Preschool
1550 Hillside Avenue
Dolores, CO 81323
 - Constructed: 1993
 - Additions/ Renovations: portable building has been added
 - Square Footage: 7,444 SF
 - Site .5 acre
 - Historical Significance: None

4. Dolores School District Administration Building
100 N. 6th Street
Dolores, CO 81323
 - Constructed: 1940
 - Additions/ Renovations: 1984 (roofing)
 - Current Enrollment: N/A
 - Current Staff: 5
 - Square Footage: 3500 SF (2 Buildings)
 - Site: city lot
 - Historical Significance: None

5. Transportation Garage
17631 Hwy 145
Dolores, CO 81323
 - Constructed: 2019
 - Additions/ Renovations:
 - Current Staff: 8
 - Square Footage: 5,400 SF
 - Site: 3 acres
 - Historical Significance: None

III. MASTER PLAN OBJECTIVE

The objective of the Owner is assistance in updating the facility master plan completed in 2012. The updated plan will address both the short-term and long-term facility needs. The master plan will serve as a "road map" ultimately leading to high performing, 21st century school facilities.

The following are some of the top priorities for Dolores School District:

- Safety and security concepts to include a strong perimeter, vehicle resistance, heavy fencing and landscaping. The goal is to modify access to the buildings and site to permit better control and security.
- Improve safe pick-up and drop-off points for student transportation access.
- Improving the security of the open courtyard area between the secondary school building(s) and the gymnasium/ cafeteria building.
- Improving the security of the Teddy Bear Preschool facility.
- Possible renovation / replacement of the Secondary School campus.
- Replace portable / temporary classroom structures.

The Owner intends to apply for grant funding. The successful Candidate must accommodate the dates listed in the Project Schedule.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ 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 signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firm's 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 firm's past experience with master planning and educational programming.
4. Provide your firm's 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 understanding and analyzing school operations, school programs, enrollment projections and demographic data.
12. Knowledge of LEED, CHPS, and Green Globes 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, 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 explore a variety of options, based on a thorough assessment of the facilities, to develop a strategic implementation plan for the long-term facility needs. Please address each of the following items below:

1. Facilities Master Planning Services

Complete the Scope of Services Matrix provided as Exhibit A. Exhibit A is broken up into three categories: required services, additional services desired by the Owner, and additional scope offered by Candidate. The Candidate must validate each line in the exhibit by marking either provided or excluded.

The items listed as 'Required' in Exhibit A represent the minimum deliverable requested in this RFQ. By submitting a response and proposal to this RFQ, 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 provide 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 (Exhibit A)

2. ADD OPTION #1 - Grant Application Support Services

If 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. Compare master plan assessments with Owner's CDE Facility Assessment data, and coordinate notable discrepancies with CDE staff;

- 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 firm's interest and capacity to complete this scope as presented.

3. ADD OPTION #2 - Bond Issue Support Services

If the master planning process results in a successfully awarded BEST project, 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 firm's 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 master plan 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 Response

The Owner’s Selection Committee will evaluate and score the RFQ responses based on the selection criteria listed below:

Selection Criteria	Max Points Possible
<u>Section 1</u> Letter of Interest: How complete and concise was the letter of interest and RFQ response? Was the response well organized, with complete information responding to all the submittal criteria?	5 points
<u>Section 2</u> Experience and Qualifications: Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	35 points
<u>Section 3</u> Scope of Services: Candidate has affirmed each of the Owner’s requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	35 points
<u>Section 4</u> Schedule: Ability to complete the planning tasks within the timeframe needed. Submitted complete and understandable schedule.	5 points
<u>Section 5</u> References: Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	20 points
Total Points	100 points

Phase 2 – Interview

Between two and five Candidates with the highest RFQ response scores will receive an interview invitation 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 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 a combination of their RFQ response score and their interview score.

VI. FEE PROPOSAL

Candidates chosen for interviews 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 process.

Detailed fee proposals shall include the following:

- Lump sum fee;
- Statement of work;
- Confirmation that all scope items from the original RFQ will be addressed;
- Any exclusions with explanations;
- 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 option #1 – Grant Application Support Services *
- Pricing for option #2 – Bond Issue Support Services *

* Note: Both option #1 and option #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 lump sum fee should be accompanied by a “not to exceed” amount for reimbursable expenses anticipated for the project.

Fee proposals will be opened and evaluated only after all qualifications scoring is completed and finalized at the interview. A weighted fee proposal score will be included in the final interview score.

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 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 costs 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 and the RFQ will become part of the awarded Candidate's 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 counsel 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 Supporting Material

1. [Exhibit A: Master Planner Scope of Services Matrix](#) to be completed as part of this submittal

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 should be reviewed and failing systems further investigated in the assessment portion of the master plan.

With Respect,



Phil Kasper,
Superintendent of Schools
Dolores School District RE-4A

Dolores Proud / Dolores Strong / Dolores Bears