

**Request for Proposal**  
**Architectural and Design Services**  
**Vista College Prep 4+5**  
August 23, 2021

**Project Scope of Work**

The proposed project is a co-located VCP elementary (K-4) and middle school (5-8) on a 5.94 acre site with an existing single-story, 63,000SF structure. It is intended for both the elementary school and middle school to operate out of the existing structure. However, the elementary and middle schools shall have separate entrances via a shared lobby. Key shared amenities, such as a cafeteria and multi-purpose room shall be centrally located and easily accessible to all staff and students. A newly designed and constructed gymnasium, including a stage, service kitchen, storage, and offices is also being considered for the site along with a play area and field.

The Architectural Team shall be responsible for all design services for the project, including master planning, full code analysis, architectural, civil, landscape, structural, mechanical, electrical, plumbing, low voltage (communication, audio/visual, data, security, building access, etc.) interior design, and furniture, fixtures, and equipment tasks.

**Proposal Evaluation**

VCP will evaluate proposals based on the following criteria:

- **Firm Experience**
  - K-8 Education facility design development and execution
  - Charter school experience
  - City of Phoenix Experience
  - TI experience
  - Demonstrated ability to execute on an accelerated timeline and within budget
- **Specific Project Team Experience**
  - Team structure and resumes for the specific staff members to be assigned to this project
  - Proposed sub-consultants for this project
  - Demonstrated ability for the specific team to execute on an accelerated timeline
- **Cost & Timeline**
  - Overall cost and proposed timeline for design services will be considered
  - Fee structure and whether they are sufficiently broken down by phase and hourly (vs. fixed) where necessary
- **References**
  - Firms should include at least three (3) references for previous projects
  - Ability to tour previous projects is preferred by not required

## Proposal Format

The proposal shall be submitted in the following format:

**Tab 1** – Firm Experience

**Tab 2** – Project Team (include team structure and resumes)

**Tab 3** – Fee Proposal

**Tab 4** – List of Proposed Subconsultants

**Tab 5** – Proposed Schedule

There are no specific questions related to Tab 1 above. Each firm should consider the evaluation criteria described in the “Proposal Evaluation” section of this RFP and respond accordingly as it relates to “Firm Experience.” Tabs 2, 4, and 5 above are self-explanatory. When preparing the proposed schedule, please consider the target milestones listed in the “Critical Post-Bid Dates” section below and be sure proposed schedules includes these milestone dates. Tab 3 should include proposed fees for site planning, programming (i.e. site visits, owner meetings to assess design and budget objectives, evaluate spaces for intended use and functionality, including room counts, administration needs, building systems, etc.), conceptual/schematic design, design development, construction documents, bid assistance, and construction administration. Additionally, proposals should include an estimated amount for reimbursable expenses and identify the firm’s mark-up percentage. An hourly fee schedule should be included as well. The project proposal may follow your firm’s typical format, but at minimum shall be broken down as follows:

- Site Planning/Programming
- Design Development Services\*\*
- Construction Documents
- Construction Administration

**\*\*NOTE:** Design Development Services shall include 4-sided color elevation and floor plan approval, exterior and interior color/material boards and at least four (4) computer generated renderings (two interior and two exterior).

When preparing the fee schedule, please consider the following:

- Ownership shall contract direct for the following services:
  - ALTA/Topographic Study
  - Phase 1 ESA
  - Traffic Impact Study (if required)
- Project specifications may be included in the drawings versus a separate project manual.
- Ownership shall prepare and issue the RFP and/or Invitation to Bid to general contractors. Special documents will not be required from the architect for bidding purposes. Bidding assistance shall consist primarily of answering bid RFI’s and possibly participating in contractor interviews/selection process.

- Architectural attendance at OAC meetings shall be weekly (anticipated construction duration is six (6) months. Civil engineer and other sub-consultant attendance shall not be required. Architect and sub-consultants shall be expected to participate in initial punch walk, issue formal punch list on letterhead and participate in one follow up punch walk.
- The base fee shall include conceptual design of the stand-alone/addition gymnasium. **An alternate Fee shall be provided for CD's related to the gymnasium.** This alternate fee should assume that the gymnasium's CD's would be a separate set from the improvements to the existing structure.

## Submittal of Proposals

**Proposals, inclusive of Tabs 1-5, shall be due via email to [sshapiro@vistacollegeprep.org](mailto:sshapiro@vistacollegeprep.org) no later than 4:00 pm on Friday, September 3rd, 2021.** While not required, respondents can send hard copies to 901 E Madison St., Phoenix, AZ 85003; attn: Sam Shapiro.

## Critical Post-Bid Dates

The Ownership team believes the following dates to be critical to the success of the project. These milestone dates should be included in your firm's proposed Project Schedule:

Architecture RFP Issued	August 23, 2021
Architect Proposal Due Date	September 3, 2021
Architect Notification of Award	September 13, 2021
Target Construction Start Date	January 10, 2022
Temporary Certificate of Occupancy Date	June 30, 2022
Building Ready for Students complete with FFE	July 29, 2022

Should you have any questions related to this project, please communicate them via email to Sam Shapiro at [sshapiro@vistacollegeprep.org](mailto:sshapiro@vistacollegeprep.org).