



REQUEST FOR PROPOSAL ARCHITECTURAL DESIGN SERVICES (22-002)
for the Renovation of Kaneshville Alternative Learning Center located at 2501 W. Broadway,
Council Bluffs, IA 51501.

INTENT: The intent of this Request for Proposal is to engage an Architectural firm to provide design services for the renovation of Kaneshville Alternative Learning Center at 2501 W. Broadway in Council Bluffs Iowa. Phase I of this project will be to conduct a physical assessment and develop a program, schematic design, cost estimates and schedule to renovate the building. If Phase I is approved Phase II would include the design, bidding and construction administration for the building renovation. It is expected the renovation would be complete by June 30, 2023.

SELECTION CRITERIA: The criteria for selecting an Architectural firm for the above project will be based on, (among other criteria); experience with renovation of K-12 educational facilities, average change order percentage, expertise and the approach provided during design, construction and warranty periods of the project. Also considered will be the cost for the services expressed as a percentage of the completed school, the fee schedule of the Architectural firm and the schedule for other fees or expenses such as duplicating, faxing, postage, telephone and other reimbursable costs that will be billed to the District. The Architectural firm selected for the project is required to select and contract with all other consultants needed for the project design.

CONTRACTING SCHEDULE: Interested Architectural firms should email Darrel Meyer, dmeyer@cbcsd.org by **Wednesday October 20, 2021**. All further communications by the District regarding this potential agreement will be by **email**.

The submittals will only be accepted in hard copy format mailed and delivered to: **Council Bluffs Community School District, 300 W Broadway, Suite 1600, Council Bluffs, Iowa 51501, Attn: Darrel Meyer**. Those Architectural firms that are interested in competing for this design services agreement are required to **submit three (3) sets of responses and one flash drive with a PDF formatted response** to this request for proposal by **2:00 p.m. local time on Friday, October 29, 2021**.

A Screening Committee of selected District appointees will review the submittals. The review process is anticipated to be complete by **Thursday, November 4, 2021**.

Following **Thursday, November 4, 2021**, interviews will be scheduled with the firms short-listed by the Screening Committee. Interviews will be scheduled on **Wednesday, November 10, 2021** with the Architectural firms short-listed by the Screening Committee. It is expected that a contract agreement with the successful firm will be recommended to the District School Board on **November 23, 2021**.



INCLUSIONS IN THE RESPONSE TO THIS REQUEST: Each Team's RFP response shall be limited to forty (40) 8.5 x 11, single-sided pages. Items not included in the page limitation include: Front and back covers, tabs, table of contents and cover letter. The screening committee may elect to contact any of the identified references as well as other school districts known to have worked with the responding firm(s).

The response shall include the following information in the order identified below:

A. PROJECT APPROACH

Provide a detailed description of your firm's approach to providing services during each phase of the project, including but not limited to design, construction and warranty period. Provide the cost for the approach expressed as a percentage of the cost of the completed school, the fee schedule of the Architectural firm and the schedule for other fees or expenses such as duplicating, faxing, postage, telephone service and other reimbursable costs that will be billed to the District.

B. RELEVANT EXPERIENCE

Provide examples of experience related to the renovation of K-12 school buildings originally built in the 1950's time period. For each project, include the following information:

- District Contact Person, including name, position and phone number
- Completion Date
- Construction Cost
- Individuals assigned to the project
- Change Order Performance (expressed as a percentage of the construction cost)

C. PROJECT TEAM

- Include a Project Organizational Chart outlining individuals who will be responsible for conducting the design and construction administration of the project, including consultants.
- Include resumes for each individual to be assigned to this project.
- Provide certification that the architectural/engineering team and the assigned individuals are licensed to perform work in the State of Iowa.

D. REFERENCES

- Provide three (3) letters of reference from satisfied School District clients that speak to accomplishing the renovation of K-12 schools.
- Furnish two (2) letters of reference from contractors that have successfully completed renovations of K-12 schools using your documents. Emphasis should be placed on: quality of documents, fairness in dealing with construction team and responsiveness to contractor questions.
- Select one project (preferably a recent school renovation project /can be one of the projects listed above in experience) that is relatively close to Council Bluffs for a site visit.



QUESTIONS: A pre-submittal meeting will not be scheduled related to this Request for Proposal process. Questions regarding this RFP shall be directed via email to Darrel Meyer, dmeyer@cbcsd.org

Questions received will be answered via an email addendum to all Architects that have acknowledged their intent to respond to the RFP. All questions must be provided prior to **12:00 p.m. Friday, October 22, 2021**. The email addendum will be sent on **Friday, October 22, 2021** only if there are questions.

OWNERSHIP OF RESPONSE: The District shall become the owner of the submitted response. The Architectural firm shall forfeit information submitted in the response. Information contained in the RFP response shall be deemed public record upon its submittal. The Response is anticipated to be referenced in any future agreement.

INTERVIEW PROCESS: The interviews will allow for a thirty-minute (30) presentation by the Architectural firm and a fifteen-minute (15) question and answer period. The Committee will work from a predetermined list of questions. The Architectural firm will be asked to speak about average change order percentage, accuracy, efficiency, timeliness, problem solving, the ability to work with a joint use team and the ability to schedule projects to be completed on time.

The Architectural firm being interviewed may use electronic media if desired and shall be responsible for providing their own equipment. Firms will have the room fifteen (15) minutes prior to the interview for set-up. Each team is encouraged to have the Architect most likely to be assigned the future project present at the interview as well as the mechanical and electrical engineers or consulting firms most likely to be used on the future projects present at the interview. It is understood that the Architectural firm's team may change, if required, for each project, but for the sake of continuity in the design of the project and the flow and content of information the District requires that the changes shall be approved by the district.

NARRATIVE: Iowa Code and District Policy will govern the bidding for the work contained in the future projects. The Architectural firms involved with the project will not only design the project but will prepare the bid, construction and contract documents, attend and document construction progress meetings, assist the Contractor with the interpretation of the Contract Documents and assist with warranty issues. Contract Administration will be required of the selected Architectural firm from the pre-construction conference through final acceptance and as needed during the 1-year warranty period.

SCHEDULE: The submittals are to be delivered by **2:00 p.m. local time on Friday, October 29, 2021** for review by a Screening Committee. At that time, contract negotiation period will begin with the selected firm. The District reserves the right to reject any and/or all submittals, and to waive any irregularities if deemed to be in the best interest of the District. The final selection of the firm will be presented to the Board for approval at the regularly scheduled Board Meeting on **November 23, 2021**.