

**GREENE COUNTY PUBLIC SCHOOLS
REQUEST FOR PROPOSALS**

ISSUE DATE: October 19, 2009

RFP #: 01-2009

TITLE: Design & Construction Management for Secondary Athletic & Performing Arts Facilities

ISSUED BY: Greene County Public Schools
PO Box 1140
Stanardsville, VA 22973

Sealed proposals will be received until 3:00 p.m. on Wednesday, December 9, 2009.

A pre-proposal conference will be held on October 26, 2009 at 1:00 p.m.

All inquiries should be directed to Kim Powell, Director of Business and Facilities. She can be reached by phone: (434) 985-5254 or e-mail: kpowell@greencountyschools.com.

If proposals are mailed, please send directly to the issuing agency noted above. If proposals are hand delivered, please deliver to:

**Kim Powell
Greene County School Board Office
40 Celt Road
STANARDSVILLE, VA 22973**

The signed proposal and requested copies should be returned in a sealed envelope or package identified with the following: **RFP #, RFP title, proposal due date/time, and proposer's name and address.**

Please read the following, sign and return this page along with your proposal.

In compliance with this Request For Proposals and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

Name and address of firm:

Date: _____

By: _____
(original signature)

Name: _____

FEI/FIN No.: _____

Title: _____

E-mail: _____

Phone Number: _____

RETURN THIS PAGE

1.0. PURPOSE

- 1.1. The purpose of this Request for Proposals (RFP) is to obtain the services of a qualified design firm to perform architectural and engineering services including but not necessarily limited to schematic design, design development, construction documentation and specification, bidding and negotiation, construction administration, and post-construction services for athletic & performing arts facilities located on the Stanardsville campus of Greene County Public Schools.
- 1.2. It is the intent of this RFP to result in the negotiation of a contract for these services. All services shall be provided in accordance with the specifications contained herein and attached hereto. This solicitation is issued on behalf of the Greene County School Board hereinafter referred to as the "Owner."
- 1.3. For ease of reference, each organization submitting a response to this RFP will hereinafter be referred to as an "Offeror." An Offeror whose proposal would result in a formal agreement will hereinafter be referred to as the "Firm."
- 1.4. The contents of the proposal submitted by the successful Offeror, this RFP and all modifications made thereof will become part of any contract awarded.
- 1.5. A pre-proposal conference will be held on October 26, 2009 at 1:00 p.m. in the football stadium complex behind William Monroe High School. The purpose of this conference is to allow potential Offerors to tour the existing facilities, present questions and obtain clarification relative to this solicitation.

While attendance at the pre-proposal conference is not a prerequisite, Offerors who intend to submit a proposal are encouraged to attend. **Access to the facilities by Offerors may be limited to this meeting.** Please bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

2.0. BACKGROUND

- 2.1. Greene County Public Schools have numerous facility issues that need to be addressed with this project. The identified needs to be addressed in the scope of this RFP can be categorized in four major areas:

Stadium Facilities (Track / Football / Soccer) - The track needs resurfacing and improvements are necessary to the field event areas. Two additional lanes would also be beneficial to enable hosting larger track and field events. The existing press box and restroom facilities in the stadium need to be remodeled and the home and visitor bleacher areas need to be improved and expanded. Fencing around the football field needs to be moved outside the track and fencing and lighting around the entire complex needs to be re-configured and improved to ensure more efficient event management and improve security. Owner is interested in consolidating existing concession and restroom areas in to a single concession and restroom facility to serve both home and visitor spectators. The

practice field needs to be enlarged to regulation size.

Baseball / Softball Facilities – Owner would like to co-locate the baseball and softball fields in the area of the existing baseball field. A central press box could support the baseball and softball fields with restrooms and concession areas on the lower level. All fields should be lighted. Grading, new grass and irrigation should be included along with the necessary pitching rubbers/mounds. Parking and bleachers also need to be addressed.

Tennis Courts – Project needs to incorporate installation of 4 to 6 lighted tennis courts for school and community use.

Raymond C. Dingleline III Performing Arts Center (PAC) – Lighting, curtains, stage refurbishment and seating need to improved in the PAC at William Monroe High School.

- 2.2. The Owner desires to improve and upgrade its facilities to better address needs of all students; provide for the health, safety and security of students and staff; serve as a community resource; effectively use available resources; integrate sustainable technologies; and achieve cost effective and efficient operations and maintenance over the life of the facilities.
- 2.3. The Owner will be represented by a Greene County School Board Advisory Committee that will consist of Board members, citizen representatives, and staff. The Committee will collaborate with the selected Firm in developing a design that meets the Owner's objectives.

3.0. SCOPE OF SERVICES

- 3.1. All proposals submitted must either meet or exceed the requirements of the RFP contained herein. All Offerors must be able to provide professional architectural and specialty engineering services necessary to meet the objectives for this project. Services to be provided may include education and/or recreation facility planning; engineering (civil, structural, mechanical, environmental and electrical); specifications and design development (schematics, traffic, interior, acoustical, etc...); efficiency recommendations; cost estimates; bid advertisements, bid recommendations, funding recommendations, and contract document development and monitoring. The project may be implemented in phases.
- 3.2. The Director of Business and Facilities for Greene County Public Schools will serve as the Owner's Contract Supervisor for the purposes of this contract, and as such enforces Owner interpretation of the conditions of the contract and judges contract performance. The Contract Supervisor will use all powers under the contract to enforce its faithful performance in coordination with the Firm in performing the services outlined herein. Any modifications made must be authorized in advance and issued as a written amendment to the Contract.
- 3.3. The Firm shall document all meetings, conferences, and information obtained by

telephone and personal visits. Accurate notes and minutes shall be typed and e-mailed to the Contract Supervisor within 5 working days of meetings and conferences. The Firm shall develop and manage the detailed project schedule through each phase as approved.

- 3.4. The Firm shall monitor the estimated construction costs at all times to ensure the project provides a complete and usable facility within the construction budget, including a 10% construction contingency. If the Firm at any time determines that the project as designed exceeds the construction budget, the Firm shall notify the Contract Supervisor at once and provide recommended design alternatives that could be used to keep the project within the budget.
- 3.5. The Firm shall prepare all forms, sketches, drawings, and supporting documentation necessary for the permitting by the authorities having jurisdiction. The Firm shall ensure the timely delivery of all applications, documents and owner-paid fees for permitting required to meet the project schedule, including such activities as site design and review, erosion control design and review, and construction plan review. All site design and work shall be compliant with storm-water, run-off, and environmental regulations of the Commonwealth of Virginia and the Virginia Storm-Water Management Handbook/BMP Clearinghouse.
- 3.6. The Firm shall provide legible, clear, reproducible drawings and specifications in the size and format required by the Owner and provide electronic drawing files in a format agreed upon with the Owner. The Firm shall prepare calculations and design analysis to comply with all applicable standards and codes. The Firm may be required to provide color renderings on display boards for purposes of presenting the project to elected officials and the public. The site is located in Greene County, and the Firm shall manage submission of documentation as required by the County and other review and approving agencies.
- 3.7. The Firm will review and recommend approval or disapproval of all construction Contractor pay requests, requests for information and requests for change orders.
- 3.8. The Firm and Owner will collaborate to establish a schedule for progress meetings/updates, site visits and on-site meetings which the Firm will then administer. The Firm and Owner will also agree upon the procedures the Firm will use to manage Contractor submittals, Requests for Information, field clarifications, inspections and punch lists for each phase of the project as appropriate.
- 3.9. The Owner will retain independent commissioning agents as required.
- 3.10. Conduct a thorough inspection at substantial completion for each project phase and prepare the written punch list incorporating those items compiled by the Owner. Maintain and manage this punch list through final completion and conduct inspections prior to expiration of warranty periods as applicable.
- 3.11. Prepare “as-built” drawings based on marked-up prints, drawings and other data. All final revisions shall be on the signed reproducible drawings and provided in

the agreed upon electronic format(s). .

4.0. CONTRACTOR MINIMUM QUALIFICATIONS

- 4.1 Any Offeror wishing to submit a proposal and be considered for this solicitation shall have had successful experience as the lead designer relating to the design and construction administration of at least two major public school athletics projects within the past five years.

5.0. COMPETITION INTENDED

- 5.1. It is the Owner's intent that this RFP permits competition. It shall be the Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the RFP to a single source. Such notification must be received by the Procurement Division not later than fifteen (15) days prior to the date set for acceptance of proposals.

6.0. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

6.1. General Requirements

- 6.1.1. In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and eight (8) copies of each proposal must be submitted to the Owner. It is anticipated that interviews with top-ranked Firms will be held the week of January 25, 2010.
- 6.1.2. An authorized representative of the Offeror shall sign the proposal. All information requested should be submitted. Failure to submit all information requested may result in a lower evaluation of the proposals. Proposals that are substantially incomplete or lack key information may be disqualified. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 6.1.3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. **Proposals should be limited to 60 (numbered) pages.**
- 6.1.4. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents cross-referencing the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted as an appendix at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. The Offeror's proposal should

provide all the information that it considers pertinent to its qualifications for the project and which respond to the Scope of Services described.

- 6.1.5. Each copy of the proposal should be bound or contained in a single volume where practical. All documents submitted with the proposal should be contained in that single volume.
- 6.1.6. All data, materials and documentation originated and prepared by the Offeror for the Owner pursuant to the RFP will belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of Section 2.2-4342 of the Code of Virginia on the form provided in Attachment A on page 10.
- 6.1.7. Provide a detailed explanation on the form provided in Attachment B on page 11 for any exceptions taken concerning the requirements outlined in this RFP.
- 6.1.8. Please do not include extraneous information. Limit your proposal to 60 (numbered) pages total (including cover letter, table of contents, and required forms). Please utilize resources judiciously. Print double-sided where possible.
- 6.2. **Specific Proposal Requirements.** The proposal must:
 - 6.2.1. Include the certification page and any addenda and/or acknowledgments signed and filled out as required.
 - 6.2.2. Show clear understanding of task and requirements as depicted in the proposal.
 - 6.2.3. Comply with contractual terms. Offeror shall state specific exceptions taken to Owner terms and or any part of the RFP or draft contract and provide suggested alternate language.
 - 6.2.4. **Executive summary.** Provide a one-page executive summary of your qualifications. This is different from your letter of introduction.
 - 6.2.5. **Firm qualifications.** Provide a one-page summary of your firm describing its history, legal organization, primary focus, scope of services, local offices, and anything else that may be relevant to the qualifications requested in this RFP. Provide a one-page summary of your firm's approach to and/or philosophy of educational and/or recreational design.
 - 6.2.6. **Team qualifications.** Provide an organizational chart summarizing your proposed team including but not limited to any specialty consultants.

Supplement the organization chart with one-page descriptions of each proposed specialty consultant firm including any information that may be relevant to the qualifications requested in this RFP.

- 6.2.7. Designers' qualifications.** Clearly identify the individuals to be assigned to the team. Provide a one-page resume for each of the key designers on your team (e.g., Principal-in-charge, Project Manager, Project Architect) and half-page resumes for any essential specialty consultants.
- 6.2.8. Relevant project experience.** Provide one- or two-page summaries of up to five projects of similar scope completed recently. Include graphics, photographs, and a narrative describing the design approach and salient features of each project as well as compulsory information about the size, budget, schedule, etc. Offeror shall submit applicable references with titles and telephone numbers for each project.
- 6.2.9. Proposed methodology and schedule.** In four-pages or less, briefly describe how you intend to understand the issues at hand; translate them into exceptional designs; produce well-organized, accurate, and fully-coordinated construction documents and specifications; and ultimately facilitate the successful completion of our project on-time and within budget.
- 6.2.10. Demonstrated ability.** Demonstrate proven management skills and technical competence including specialized experience in the design and construction administration of public school projects of similar size and scope. Include information about:
- history of adherence to time and cost schedules for both design and construction,
 - history of change order rates
 - approach to task management and issue resolution
- 6.2.11. Sustainable design expertise.** Provide up to a two-page description of your firm's philosophy regarding and approach to sustainable design including, but not limited to, experience with the Leadership in Energy and Environmental Design (LEED) certified designs. Provide one- or two-page summaries of up to five projects detailing your best work in sustainable design.
- 6.2.12. References.** Provide one page of reference with six or more past clients including their titles, telephone numbers, and e-mail addresses.
- 6.2.13. Supplemental information.** Please include any additional information that might be relevant to this RFP. Please do not include extraneous information. Limit your proposal to 60 (numbered) pages total (including letter of introduction, table of contents, and required forms). Print double-sided if possible.

7.0. EVALUATION AND AWARD CRITERIA

- 7.1. Evaluation Criteria. An Evaluation Committee will evaluate the proposals using the following criteria:
- 7.1.1. **Clarity of proposal.** The Offerer's proposal will clearly and concisely demonstrating their understanding of and ability to complete the proposed work.
 - 7.1.2. **Firm qualifications.** The Offerer will be abundantly qualified to complete the proposed work based on its history, legal organization, primary focus, scope of services, local offices, and anything else that may be relevant to the qualifications requested in this RFP. The Firm will have an acute understanding of educational design.
 - 7.1.3. **Team qualifications.** The Offerer will include specialty consultants who are likewise abundantly qualified.
 - 7.1.4. **Designers' qualifications.** The Offerer will include leaders and designers who are abundantly qualified.
 - 7.1.5. **Relevant project experience.** The Offerer shall have successfully completed projects of similar scope and scale and be able to furnish excellent reference for each.
 - 7.1.6. **Proposed methodology and schedule.** The Offerer shall demonstrate an understanding of the fundamental requirements for planning, designing and completing a project of this scope and scale and describe a well-vetted process.
 - 7.1.7. **Demonstrated ability.** The Offerer shall demonstrate proven management skills and technical competence in the design and construction administration of public school projects of similar size and scope including a:
 - history of adherence to time and cost schedules for both design and construction,
 - history of change order rates, and
 - approach to problem and task resolution.
 - 7.1.8. **Sustainable design expertise.** The Offerer shall demonstrate a commitment to, understanding of, and experience with sustainable technologies.
 - 7.1.9. **References.** The Offerer's references shall be impeccable.
- 7.2. Award of Contract: The Owner shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of

initial responses. Informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the Owner shall select, in the order of preference, two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the Owner can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should the Owner determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

8.0 INSURANCE

The Firm shall maintain in force, at its own expense, such insurance as will protect it and Greene County Public Schools/Government from claims set forth below which may arise out of or result from the Firm's execution of the work, whether such execution be by the Firm, its agents, consultants, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner, the Firm (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Firm or his resources as enumerated above. The Firm shall furnish a copy of an original Certificate of Insurance, naming Greene County Public Schools as additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Firm shall furnish insurance on acceptable forms of companies acceptable to the Owner's Attorney and shall require and show evidence of insurance coverage on behalf of any consultants (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

