



Request for Qualifications Architectural and Engineering Services

I. Part One – Project Description

The Rockwood R-6 School District requests qualifications for Engineering and Architectural services for a potential Tornado Safe Room Project. This project, if approved, will be partially funded through the Federal Emergency Management Agency with Hazard Mitigation Grant Program (HMGP) funds. The District is currently attempting to obtain grant funding for the Safe Room and the project is contingent upon the award of the grant.

If approved, the Tornado Safe Room will be constructed at Wildwood Middle School, located at 17401 Manchester Rd., Wildwood, MO 63038.

Scope of Services:

The selected firm will be responsible for working with the Project Manager to submit the grant application and upon approval will complete the design components of the project as determined by the District. The selected architect will be responsible for providing services as part of a team of subcontractors/consultants that may include, but not be limited to, trade specific subcontractors, structural engineers, architects, mechanical engineers, electrical engineers, plumbing engineers, civil engineers, geotechnical engineers, fire protection, interior design, security and communication/technology.

The successful firm may provide the following services including, but not limited to:

- A. Preparation of schematic design including architectural, civil, structural, electrical, plumbing, telecommunications, fire protection, HVAC and technology design.
- B. Preliminary drawings, cost estimates or other services required for the grant application being prepared by the District's project manager.
- C. Preparation of design development including architectural, civil, structural, electrical, plumbing, telecommunications, fire protection, HVAC and technology design.
- D. Preparation of construction documents that include:
 - Elevations

- Final Designs
- Cost Estimates
- Specifications
- Peer Review Letters and other items required by FEMA grant
- Contracts

E. Administration and observation, as requested by the District, of the bid and construction process, interpretation of drawings, requests for substitutions or changes requested by the school District or one of its subcontractors.

II. Part Two - Firm Description

Rockwood School District hereby requests qualifications from Architects/Engineers. The proposal should conform to the following format. Please provide all information requested.

- A. Firm name, address, telephone/facsimile numbers, and email address.
- B. Structure of firm (e.g. sole proprietorship, partnership, corporation).
- C. Size of firm, in-house disciplines, licenses held, and years of experience.
- D. List of commonly used consultants and associates.
- E. Résumé, qualifications, and educational experience of firm principal(s).
- F. References (incl. contact information) for previous educational projects.
- G. Name, title and signature of individual submitting information.

III. Part Three - Firm Qualifications

Please provide a narrative response to each item listed below.

- A. Describe your history of maintaining the design schedule and project budget.
- B. How will you insure quality control for the work of your firm, as well as for the work of your consultants and associates?
- C. Please explain the system you utilize to expedite the decision making process during the construction phase.
- D. Please explain how your firm expects to limit costs regarding the following change order scenarios:
 - Unforeseen Conditions
 - Owner Request

- Regulatory Requirements
 - Design Errors
- E. Please explain the appropriate level of oversight your firm will provide to ensure projects are delivered on time, within budget, and according to specifications.
- F. If applicable, provide a list of projects you have completed for Rockwood School District within the last two years.
- G. Please identify and describe the educational facilities, other than Rockwood, you have completed within the past three (3) years.
- H. Describe your firm's experience related to education and FEMA 361 that have been completed over the last five years. State your role in the project. Provide contact information for references on these projects.
- H. Has your firm ever failed to complete any work that it has been awarded? If so, please explain in detail.
- I. Identify any legal proceedings (e.g., arbitration, complaints, court actions) filed against your firm for any project for which you have provided professional services during the past five years.
- J. Include documentation of licensure in the State of Missouri of the prime architect and all proposed sub consultants.
- K. Please identify general contractors that you regularly work with.

IV. Part Four – Submittal Procedure

All qualifications must be delivered to the Rockwood School District Facilities Office by 11:00 a.m., on December 5, 2017.

Five (5) copies of the qualifications are to be provided, and should be presented in the order described within the RFQ.

For delivery by USPS, address proposals to:

**Rockwood School District
Attention: Chris Freund
17146 Manchester Road
Grover, Missouri 63040**

For delivery by courier, address proposals to:

**Rockwood School District
Attention: Chris Freund
17146 Manchester Road**

Grover, Missouri 63040

Address qualifications and all inquiries to Chris Freund, Director of Facilities.

For inquires, firms may contact Rockwood School District by telephone at
(636)733-3270.