



**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR**

**ARCHITECTURAL DESIGN SERVICES**

**NEW ELEMENTARY SCHOOL**

**Solicitation #CCSD ELEM-SOQ062524**

**RELEASE DATE: June 13, 2024**

**DUE DATE: June 25, 2024 @ 2:00PM MDT**

## **PURPOSE OF REQUEST**

Cache County School District (CCSD) is seeking Statements of Qualifications (SOQ) from firms engaged in providing architectural services in the state of Utah. The CCSD Board of Education has authorized the design of a new two-story elementary school located in the city of Hyde Park, Utah, to be completed and ready for the start of school August 2026. The property is located approximately between 300 N-450 N and 300 E-400 E., Hyde Park, UT, **Cache County Parcel ID: 04-004-0096, 9.77 acres.**

Two-story designs will be considered according to the following parameters and specifications outlined in this request for statement of qualifications. Existing and proven designs that can easily be modified and original designs will be accepted for evaluation. Firms may be selected to a short list and may be asked to make a presentation to a District committee on their design proposal if necessary.

## **GENERAL INSTRUCTIONS**

This SOQ is designed to provide interested firms sufficient basic information to submit statements meeting minimum requirements, but is not intended to limit a statement's content or exclude any relevant or essential data. Architectural firms are at liberty and are encouraged to expand upon the specifications provided in order to evidence service capability under any agreement.

CCSD reserves the right to reject any or all statements, or to waive any formality or technicality in any submission, in the best interest of the District. CCSD reserves the right to cancel this request for SOQ in whole or in part at any time, if it is in the best interest of the District.

## **ISSUING OFFICE AND SOQ REFERENCE NUMBER**

The CCSD Purchasing Department is the issuing office for this document and all subsequent addenda relating to it, on behalf of the CCSD Department of New Construction. The reference number for this solicitation is

**#CCSD ELEM-SOQ062524.** This number must be referenced on all submissions, correspondence, and documentation relating to the SOQ.

## **SUBMITTING THE SOQ**

Submissions must be received by **Tuesday, June 25, 2024 at 2:00pm MDT.** Statements received after the deadline will be late and ineligible for consideration.

The method of submitting your proposal is by sealed envelope. Please provide five (5) [tabbed hard copies](#) and 1 (one) electronic (flash drive). Submissions shall be sealed and labeled:

**CACHE COUNTY SCHOOL DISTRICT**

**PURCHASING DEPARTMENT-KARMA LEATHAM**

**Architectural Design Services-New Elementary School**

**Solicitation #CCSD ELEM-SOQ062524**

**84 E 2400 N**

**NORTH LOGAN, UT 84341**

Faxed, electronic, or emailed proposals are not acceptable forms of submission and will not be considered as a valid response from an offeror.

## QUESTIONS

All questions, interpretations, or clarifications regarding this solicitation shall be submitted through the State of Utah Procurement Site **U3P** (<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>) and are subject to the deadline for submitting questions before Tuesday, June 25 at 2:00PM MDT. If any firm detects any discrepancy, conflict, omission, or other error in these documents, they shall notify the District in writing, through **U3P**, and request clarification or modification of the SOQ documents. Clarifications, interpretations, and answers will be posted on **U3P** and are considered addenda to the original request for SOQ.

Any addenda submitted prior to the submittal deadline shall become part of this request and any information required shall be included in your proposal. Suppliers are cautioned not to consider verbal modifications.

No CCSD employee or board member should be contacted in regards to this solicitation. Failure to comply with this requirement may result in disqualification.

## CONSTRUCTION MANAGER/GENERAL CONTRACTOR

CCSD has selected DWA Construction to be the CM/CG for the project. The selected firm must be capable and willing to work closely with DWA Construction and CCSD throughout the project.

## EDUCATIONAL CRITERIA AND CONSIDERATIONS

The building lot is approximately 9.77 acres with a slope and floodplain concerns. Design firms will have discretion as to how and where the proposed building will sit on the property. Final determination will be made after an award of contract is made.

**The construction budget for this project is \$23 million complete, including; architectural and engineering fees, utility hook ups, and impact fees.** If a design can accommodate all of the following building and site criteria in the smallest footprint possible, then that is the District's preference.

Final design budget will be negotiated with the winning architectural firm based upon design features and preferences of the District.

In order to assist the District in determining which design to choose from, an estimate of current and future construction costs per square foot are requested by each design firm to build their proposed building. Indicate in your proposal the timeline necessary to complete all design drawings and preliminary schematics necessary for general contractors to bid on the proposed project.

CCSD is soliciting designs that incorporate as many of the following criteria as feasibly possible, given the above budgetary constraints. Please indicate in your submission any criteria that your building design cannot accommodate or fulfill.

## BUILDING CRITERIA

**Budget \$23,000,000**

- **Target date: July 31, 2026**
- **Overall student capacity: 550**
- **3 classrooms per grade level K-5**
- **26-31 students per class**
- **18 regular ed classrooms**
- **1 preschool classroom**
- **2 special education classrooms**

- **Administrative offices**
- **Full size gymnasium, cafeteria, multipurpose room with stage**
- **Commercial cooking kitchen**
- **Media center**
- **Educational support staff areas**
- **Adequate parking for staff and parents**
- **Parent drop-off and pickup location separate from the bus drop off and pick up area**
- **Safety and security features**
- **Outdoor hard-surface play area**
- **Outdoor open green space**

**General Project Criteria**

- Meet or exceed all current IBC, IPC, IMC, NEC, ADA, Energy Codes, etc.
- Durable low or no maintenance materials and finishes
- Consider life-cycle cost choices

**FEE DETERMINATION**

The District reserves the right to negotiate all fees according to Utah Procurement Code 63G-6a-1505. These fees will be negotiated at the time the opportunity is issued to the selected and most qualified firm. If fair and reasonable compensation, contract requirements, and/or contract documents cannot be agreed upon with the selected, most qualified firm, CCSD shall advise that firm in writing of the termination of negotiations. Upon failure of negotiations, CCSD will enter into negotiations with the next most qualified firm.

**STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this SOQ with any qualified architectural firm will be subject to AIA Document B133 with CCSD modified terms and conditions.

**DISCUSSIONS WITH OFFERORS**

An oral presentation by an offeror to clarify SOQ may be required at the sole discretion of the District. However, the District may award a contract based on the initial statements received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. CCSD will not reimburse any fees your firm may incur for oral presentations and/or proposal preparation.

**CONFIDENTIALITY**

Offerors are required to mark any specific information contained in their submittal which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the SOQ. A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. An entire proposal may not be protected under a Claim of Business Confidentiality.

All materials submitted become the property of CCSD. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option and by written request from the submitting firm.

## **PROPOSAL RESPONSE FORMAT- TABBED**

All proposals must include and be organized as follows:

### ***Tab 1 - Executive Summary - 5 POINTS***

A one (1) page executive summary to briefly describe the firm's proposal. It must indicate any requirements that cannot be met by the firm. The reader should be able to determine the essence of the proposal by reading the executive summary.

### ***Tab 2 - Proof of Insurance License, Statement of Litigation - 5 POINTS***

- Insurance certificate with a minimum level of \$2,000,000 annual aggregate limit of insurance that will be maintained by the firm throughout the project duration
- A current license for the State of Utah
- A listing of any actions taken by any regulatory agency against or litigation in the past ten years or any present litigation involving the firm, principals, agents or employees with respect to any work performed
- Certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, it shall submit a written explanation of the circumstances for review by the District.

### ***Tab 3 - Firm Experience – One project/page, 8-page limit - 20 POINTS***

- Name, location, size of firm
- Provide your most recent experience on elementary school designs. In addition, provide the following information;
  - Initial budget of the project-final cost of project, if there is a significant difference between the two, please explain
  - Initial schedule completion date-final completion date. Explain any significant difference in dates
  - Contact name, phone, and email address as references

Preference will be given and evaluation scores will be higher for firms with relevant experience in projects of this scope completed for public K-12 schools located in the state of Utah.

### ***Tab 4 - Staff Experience-Project Team - 20 POINTS***

***Please provide a proposed organization chart showing project manager, key staff and their time commitment*** who would be assigned to work with CCSD on this specific project.

- Number of years employed with firm
- Number of years in the profession
- Number of years on licensure
- Previous education projects
- Specialty of why this person(s) is valuable as a team member to CCSD
- Identify and all licensed consultants (civil, structural, mechanical, electrical, landscape, etc.) the firm feels would add value to their proposal

***Tab 5 - Design Concept - 30 POINTS***

In addition to an electronic drawing, please include 11” x 17” inserts: one (1) site plan with building footprint and any site accommodations situated on an (9.77) acre footprint; two (2) floor plans that addresses the educational criteria asked for in this document; and one (1) set of exterior building elevations for aesthetic review. Three (3) exterior renderings would be the most helpful for evaluators to decide possible design options.

***Tab 6 - Management Plan - 20 POINTS***

The management plan should be concise yet contain sufficient information for evaluation by the selection committee.

**Programming, Site Planning, and Preliminary Design**

- Assist in assessing needs and developing program priorities
- Develop program scope
- Develop site plan and preliminary design

**Budget Methodology/Cost Control**

- Show ability to establish and maintain estimates of probable cost.
- Indicate how the firm will control consultant contract costs.
- Coordinate value engineering activities.

**Quality Control Methodology**

- Ensure various State rules and procedures are followed.
- Improve energy efficiency using an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IES 90.1-1989) and specification of energy efficient materials, systems, and equipment.
- Ensure the project is designed for durability and maintainability.

**Schedule**

Include the firm’s proposed schedule. The firm must illustrate it can manage the required work to meet the established schedule.

**QUALIFICATIONS & PERFORMANCE EVALUATION CRITERIA**

The District will evaluate each proposal submitted based on responsiveness to the District’s overall needs. A committee comprised of district staff will evaluate proposals against the following criteria. Each area of the evaluation criteria must be addressed in detail in the submitted statement. **100 POINTS POSSIBLE**

- 5 Points Tab 1-Executive Summary**
- 5 Points Tab 2- Proof of Insurance License, Statement of Litigation**
- 20 Points Tab 3-Firm Experience**
- 20 Points Tab 4-Staff Experience/Project Team**
- 30 Points Tab 5-Design Concept**
- 20 Points Tab 6-Management Plan**

The selection committee will be comprised of qualified personnel from CCSD, may contain other individuals from the surrounding community or members of the CCSD Board of Education. The selection committee will evaluate the statements submitted and determine which firms may be requested to provide additional information or may select the most qualified architectural firm based solely upon received submissions

**ANTICIPATED SCHEDULE**

Advertisement/Posting	June 13, 2024
Receive SOQ Submittals	June 13 – June 25, 2024
Deadline for Submittals	June 25, 2024 – 2PM MDT
Reviewing Submittals	June 26 – July 3, 2024
Interviews for Qualifying Firm (if necessary)	July 8 – July 9
Selection of Firm	July 10, 2024
Negotiate Contract	July 11 – July 12
Board of Education Approval of Selection	TBD