



REQUEST FOR QUALIFICATIONS:

Architectural, Engineering, and Design Services

The Compass School would like qualified consultants to submit proposals for architectural and engineering services on an on-going basis.

Sealed proposals shall be addressed to Brandee Lapisky and received at the Compass School, 537 Old North Road, Kingston, RI 02881 no later than April 23, 2018 at 10:30 A.M. Proposals received after that time will not be accepted.

Proposals are to be placed in sealed envelopes and clearly marked “Architectural, Engineering, and Design Services” and be addressed to The Compass School at the above address. Specifications are available online or by contacting Michael Commendatore (401 788-8322; mcommendatore@compassschool.org) between the hours of 8:00 A.M. and 4:00 P.M. The School reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of The Compass School.

**COMPASS SCHOOL
REQUEST FOR QUALIFICATIONS
Architectural, Engineering, and Design Services**

Project Background

The Compass School would like qualified consultants to submit proposals for architectural and engineering services on an on-going basis for (A) the renovation of an existing barn to serve as the home for an expanded middle school; and (B) various facility and site renovations.

Renovation needs may include, but are not limited to, roofing systems, heating and ventilation, interior and exterior walls and surfaces, electrical and plumbing renovations, fire safety upgrades, upgrades to meet the Americans with Disabilities Act (ADA) requirements, upgrades to site infrastructure, and security.

Scope of Services

The selected design team will be providing various architectural and engineering services related to the work at The Compass School. These services may include, but are not limited to, the following:

- Provide design and documentation necessary to receive competitive bids for the work agreed upon within the approved budget and time frame, for instance:
- Assist the Compass School:
 - Working with RIDE to submit projects for approval and continue with project until completion.
 - Architectural
 - Structural Engineering
 - Mechanical Engineering
 - Electrical Engineering
 - Plumbing Engineering
 - Roof Design
 - Security Design
 - Civil Engineering / Landscaping
 - CAD System
 - Technology Design
 - LEED AP/ CHPS / Green/Technology
 - Cost Estimating
 - Life Safety (Health/Energy)
 - ADA
 - Asbestos
 - Lead Poisoning & Radon
 - Energy Management
 - Project Management
 - Bond Planning/Public Relations

Qualifications

All work is to be performed by firms having at least ten (10) years' experience in educational planning. Firms and/or individuals must have relevant experience with the building type and program and be familiar with Federal and State regulations and programs.

- Have successful experience with modernization, expansion and renovation projects along with re design/corrective construction techniques and procedures for Rhode Island Pre-K-12 school districts, including successful experience completing such projects on time and within budget.
- Have experience with energy management/conservation, integrated communications systems, “green buildings,” and evaluating technology infrastructure.
- Have experience with design-bid-build as well as lease-leaseback project delivery systems.
- Have experience with energy management/conservation, integrated communications systems, “green buildings,” and evaluating technology infrastructure.
- Demonstrate experience and expertise with RIDE Office of Statewide Efficiencies and multiple completed projects with the Rhode Island Department of Education School Construction Coordinator. Provide adequate staffing and resources to the project(s), maintain key staff through the duration of the project.

A Statement of Qualifications must be submitted as a part of the respondent’s proposal, including a listing of key personnel to be assigned to this project (organizational chart and resumes), relevant experience of the firm and the key personnel, sub consultants to be used if any, and other pertinent information which identifies the respondent’s ability to perform the work that is highlighted within this request for qualifications.

Submission of Proposal

Interested parties are to submit six (6) copies of a Bid Proposal addressing, at a minimum, a brief approach to satisfying the requirements stipulated within the “scope of work” items described in this Request for Qualifications. Included within the Technical Proposal shall be sufficient information that would identify the consultant’s ability to perform the work. Particular emphasis should be placed on the consultant’s experience in working with similar organizations and building/renovation projects.

This is a request for qualifications. A short list of qualified firms may be chosen to present with the finalist from the short listed firms selected.

Method of Selection

This is not a project in which the successful bidder will be selected solely on a qualification basis (QBS). The selection of the finalists will be reviewed and the recommendation of a candidate will be based on the following selection criteria noted below. Once selected a fee will be negotiated with the desired firm.

- Prior similar experience.
- Past performances on public and private projects.
- Financial stability.
- Identity and qualifications of consultants who will work with the applicant on project.

- Knowledge of Rhode Island Department of Education requirements.
- Cost of Services.
- Preference will be given to Rhode Island in state firms. (The successful, qualified candidate shall be legally authorized and/or registered to do work in Rhode Island at the time of contracting.)

Inquiries

All inquiries are to be directed in writing (via post or email) to
Michael Commendatore
The Compass School
537 Old North Road
Kingston, RI 02881
mcommendatore@compassschool.org

All responses to inquiries will be communicated in writing (via post or email) to all proposers within 72 hours, if feasible.

Interviews

The applicants may be required to appear for an interview with representatives from The Compass School, and submit supplemental written explanations and information. It is expected that the Project Manager from the architectural and engineering team shall be present for this interview.

Project Timetables and Deliverables

Solicitation of Proposals:	March 22, 2018
Submission of Proposals:	April 23, 2018
Selection of Consultant (No Later than):	April 27, 2018

Questions concerning the overall content of this Request for Qualifications should be addressed in writing to:

Michael Commendatore
The Compass School
537 Old North Road
Kingston, RI 02881

Form of Agreement

The successful respondent shall enter into an agreement in the AIA Format (B101). Modifications may be made after consultation with the District's insurance provider and legal counsel. The Compass School reserves the right to negotiate contract terms as it deems necessary.

Terms and Conditions of Submission

The Compass School reserves the right to cancel this RFQ, or reject any or all proposals or parts of thereof, to waive any formality in same, or accept any proposal deemed to be in the best

interest of the School. Applicants may withdraw their proposals, by written request, prior to, but not after the set time for proposal submission. Thereafter, proposals are irrevocable for a period of not less than sixty (60) days, and may not be withdrawn or modified.

Additional Terms and Conditions of Procurement:

- Non-Discrimination Clause. The Compass School agrees not to discriminate in any way on account of race, religion, creed, color, national origin, sex, age, marital status, physical handicap, political affiliation, parental status, gender identity and expression, or sexual preference.
- Prevailing Wage. The Compass School is required to comply with prevailing wage rates.
- Cancellation of RFQ. This Request for Qualifications may be cancelled, or all proposals rejected, if it is determined, in writing, that such action is in the best interest of the School.
- Determination of Responsibility. The School may conduct a reasonable inquiry to determine the responsibility and qualifications of an applicant. The failure of an applicant to promptly supply information in connection with a reasonable inquiry may be grounds for a determination of non-responsibility or non-qualifications with respect to an applicant.
- Late Proposals. Any proposal that is not received by the School at the date and time for submission of proposals will be determined to be late and not considered.
- Revisions to Request. The School may modify this Request for Qualifications, prior to the date fixed for submission of the proposals, by issuance of an addendum or addenda to all parties who have received the Request for Qualifications. The School may extend the deadline for proposal submission, if, in the School's judgment, the revisions make this necessary.
- Incurred Expenses. Any costs incurred by applicants in preparing or submitting a Proposal to the Request for Proposals will be the sole responsibility of the applicants and will not be reimbursed by the School.
- The School reserves the right to table any action it deems, in its sole discretion, to be in the best interest of the School.

Bid/RFQ and Contract Form:

Whereas, the Compass School has duly asked for bids/RFP's for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below;

The offer shall remain open and irrevocable until the Compass School shall transform the bid/RFQ into a contract.

Percentage of Project Costs / Schedule of Hourly Rates:

Percentage of Project Costs:			
Hourly Rates:			
Principal		Project Manager	
Project Architect		Design Architect	
Landscape Architect		Interior Designer	
Structural Engineer		Job Captain	
Intern Architect		CAD Operator / Draftsmen	
Computer Animation		Digital Artist	
Construction Administration		Public Relations	
Graphic Design		Clerical	

Company Name			
Company Street Address			
City		State, Zip	
Signature			
Printed Name		Title	
Date		Phone Number	
Fax Number		Email	