
REQUEST FOR QUALIFICATIONS**for the Poudre School District****PROTOTYPE ELEMENENTARY SCHOOL 2000 DESIGN COMPETITION****SECTION I:
INTRODUCTION****A. Process Overview**

This document identifies Phase II Request For Proposals (RFQ) submittal requirements. Phase I Pre-Qualification of Architects (PQA) has been completed.

See Exhibit A for background information and an overview of the entire competition process.

B. Purpose of Phase II

The Phase I PQA focused primarily on the qualifications of the architect. It is the intent of the Phase II RFQ process to help Poudre School District better understand the qualifications of the entire design team. The five design teams selected in Phase I to participate in the Phase II Request for Qualifications process will be invited to respond to the RFQ submittal requirements and be interviewed by the Phase II/III Selection Committee. Specific submittal requirements will be identified this RFQ document. After evaluation of the submittals and the interviews, three teams will be selected to participate in the Phase III Request for Proposals competition process.

C. Pre-Qualified Architects

The following architects or architectural teams have been pre-qualified to participate in the Phase II Request for Qualifications (RFQ) for the Poudre School District Prototype Elementary School 2000 Design Competition:

Anderson Mason Dale Architects
Hutton Ford Architects
M+O+A Architectural Partnership
RB+B Architects
Slater Paul & Associates

D. Overall Competition Selection Process

Refer to Exhibit A for a description of the selection process for all three phases of the competition.

**SECTION II:
PHASE II REQUEST FOR QUALIFIFCATIONS (RFQ)****A. RFQ Process**

1. **DISTRIBUTION OF REQUEST FOR QUALIFICATIONS DOCUMENT:** This Request for Qualifications document will be made available only to the architects or architectural teams selected in the Phase I PQA. The RFQ and supporting documents will be made available for pickup on June 12, 2000 until 4:00 pm at the official competition address OR at the Pre-Proposal Conference on June 13, 2000.

THIS IS THE OFFICIAL COMPETITION ADDRESS:

Prototype Elementary School 2000
Designated Contact: Sharon Koonce, Buyer
Material Management Department, Warehouse #3
Poudre School District
2413 LaPorte Avenue
Fort Collins, CO 80521

Telephone: (970) 490-3531
Fax: (970) 490-3278
E-Mail: skoonce@psd.k12.co.us

2. **PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference is scheduled for 9:00-11:00 am MST, Tuesday, June 13, 2000, at the Poudre School District Support Services Center, 2407 LaPorte Avenue in the Conference Center (Board Room). This conference is intended to review the RFQ process as well as the project scope and preliminary program. The Technical Specifications, Educational Specifications, and the Sustainable Design Guidelines will be presented to assist each team in preparing its Statement of Qualifications.
3. **QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS:** After the Pre-Proposal Conference, written questions may be submitted to the official competition address THROUGH 4:00 p.m., MST, Wednesday, June 21, 2000. All questions received by this time and date will be responded to, in writing, on Friday, June 23, 2000. Anonymity of the source of specific questions will be maintained in the written responses.

All questions must be submitted in writing and received by the specified time and date. No verbal questions or inquiries will be accepted. It is preferred that question be submitted via e-mail in MS Word format, but respondents may fax their questions to the official competition address as an alternate. Answers will be published to all questions via e-mail. Answers will be faxed upon written request.

Any firm or individual who contacts or who attempts to discuss the RFQ or the Competition with any member of the Selection Committee may be disqualified from further participation.

4. **RECEIVE STATEMENTS OF QUALIFICATIONS:** All responses to the Request for Qualifications must be received at the official competition address no later than 4:00 p.m., MST, Friday, June 30, 2000. Poudre School District will receive and record responses to the Request for Qualifications, forwarding to the Selection Committee only those submittals that meet the submittal requirements.
5. **LATE SUBMISSIONS:** A Statement of Qualifications will be considered late if received at the official competition address at any time after 4:00 p.m., MST, Friday, June 30, 2000. Statements of Qualifications received after the specified time and date will not be considered and will be returned unopened to the sender.
6. **NUMBER OF COPIES:** One (1) original and five (5) copies of the Statement of Qualifications must be submitted in accordance with all requirements set forth in this Request for Qualifications document.
Note: Only one color board need be submitted. See Section III.A.3. below.
7. **EVALUATION OF STATEMENTS OF QUALIFICATIONS:** Poudre School District will conduct a technical evaluation of the responses to the Request for Qualifications to ensure compliance with all submittal requirements. Poudre School District may reject any submittal that

does not comply with all submittal requirements. The Proposer may thereupon be disqualified from further consideration for participation in this selection process. Following technical evaluations of the responses to the Request for Qualifications, the technical evaluations will be forwarded to the Selection Committee for its consideration.

8. **INTERVIEWS:** To assist the Selection Committee in developing a final short list of three (3) design teams to participate in the Phase III Request for Proposals, interviews will be conducted by the Selection Committee on Monday, July 10, 2000, and Tuesday, July 11, 2000. The 90-minute interview will be used to allow the design teams room to discuss their approach to prototype design, integrated sustainable design and significant design opportunities afforded by the Prototype Elementary School project. The approach and design vision must be developed in an interactive dialog with the Selection Committee using communication and presentation media to be provided by the team. No previously prepared diagrams or sketches specific to any potential site can be used. Previously prepared materials describing your process or approach are acceptable. The interviews will focus on team organization and cohesiveness, management approach, and understanding of integrated design approach to sustainable design. The interviews will be held at the Poudre School District Support Services Center, 2407 LaPorte Avenue. Fort Collins, in the Conference Center (Board Room). Specific interview times will be announced at the June 13th Pre-Proposal Conference.

9. **DETERMINATION OF PHASE III RFP COMPETITORS:** The Selection Committee will select three (3) teams to participate in the Phase III Request For Proposals process. If the Selection Committee determines that the quality of the proposed teams is not sufficient to deliver a Prototype Elementary School of outstanding design and functional quality, or that a minimum number of qualified teams is not available to satisfy the intent of the competition, the Selection Committee may recommend that the competition process be terminated.

NOTIFICATION AND AGREEMENTS: Selected teams will be notified and will enter into an agreement to participate in the Phase III Request for Proposals competition. At the time these agreements are executed, each team will be required to post a bond, cashiers' check, or other security deposit in the amount of \$25,000. This deposit will be forfeited if the team does not submit a responsive proposal during the Phase III RFP. The deposit will be otherwise returned to the team at the same time the \$25,000 Phase III honorarium is paid to each team.

B. Competition Schedule – Phase II RFQ & Phase III RFP *(refer to Exhibit A for complete competition schedule)*

Schedule of Events

Phase II - RFQ

Issue Request For Qualifications (RFQ)	June 12, 2000
Documents Issued:	
▪ RFQ	
▪ Sustainable Design Guidelines	
▪ Educational Specifications	
▪ Technical Specifications	
Pre-Proposal Conference	June 13, 2000
Response to Request For Qualifications (RFQ) Deadline	June 30, 2000
Design Team Interviews	July 10 & 11, 2000
Request For Qualifications Short List Announced	July 13, 2000
▪ Three Architects Short Listed	

Phase III – Design Competition RFP

Issue Request For Proposal (RFP)	July 17, 2000
Competition Kickoff Meeting	July 17, 2000
Workshop #1	July 27 & 28, 2000
Workshop #2	August 10 & 11, 2000
Submission of Proposals	August 25, 2000
Technical Evaluations	August 28 & 29, 2000
Presentations of Proposals	August 30, 2000
Selection Committee Deliberation	August 31, 2000
Announcement of Successful Team	September 1, 2000
Design Team Design Contract Execution	September 2000
Possible Bond Election	November 2000

SECTION III:**SUBMITTAL REQUIREMENTS PHASE II – REQUEST FOR QUALIFICATIONS****A. Statement of Qualifications: Specific Requirements**

In keeping with sustainable design philosophy, Poudre School District encourages that the response to the RFQ be submitted on recycled paper and printed on both sides. While the appearance of proposals and professional presentations is important, the choice of proposal materials (paper, inks, binding materials, etc.) should appropriately reflect the Proposer's understanding of, and commitment to, the sustainable principles sought in this project.

Each Statement of Qualifications shall be in 8½" x 11", vertical format, consisting only of the specified materials requested below. Foldout 11" x 17" pages are acceptable. Submit one (1) clearly identified original and three (5) copies of each bound document, in a soft cover. Binding type is at the discretion of the Proposer. DO NOT submit in a loose-leaf, three-ring, hard cover binder. To be responsive, each Statement of Qualifications must include the following material in the exact order specified. Submittals not organized according to this format may be rejected.

COVER LETTER: An officer of the firm submitting the Statement of Qualifications and the designated lead design architect shall sign the cover letter. In case of a joint venture, an officer of each joint venture partner shall sign the cover letter as well as the designated lead design architect.

TABLE OF CONTENTS

1. **DESIGN TEAM:** Provide a general introduction on the makeup of the project design team, including each team member's area of expertise and note any past experience of team members working together on other projects. The project team should include the disciplines of architectural design, landscape design, engineering, and any other consulting disciplines deemed necessary by

the Proposer to effectively meet the requirements of the project. These disciplines may be provided by a single firm or by several firms. For each team member, include the name, address, and telephone number of the firm, and total full time staff by discipline. Also include detailed résumés of all design team personnel who will be significantly involved in the design of the project during and subsequent to the Phase III competition stage. You may identify a representative list of relevant projects (along with client contacts) associated with each team member's résumé. Please do not make these lists exhaustive. **YOU ARE NOT REQUIRED TO RESPOND TO THE REQUIREMENTS OF THIS SECTION IF THEY WERE MET IN YOUR SUBMITTAL FOR THE PHASE I PQA.**

(Page limit: none, but be reasonable)

2. **PROJECT EXPERIENCE:** Relevant project experience of any design team member may be submitted. Up to six (6) examples of design projects may be submitted. Project examples may include any of the following:
 - a. Examples of projects executed by any design team member that demonstrate an innovative approach to environmentally responsible or sustainable design.
 - b. Examples of constructed projects of related scale and complexity to the type and scale to the proposed Prototype Elementary School, executed by any design team member, that best reflects their overall design capability.
 - c. Other projects executed by any design team member that exhibit exemplary design capability in the area of that team member's expertise. These may be for any type or size of project.

For each project, submit a one-page narrative description of the project. Color pictures and/or slides depicting the projects are encouraged but not required. If slides are submitted, please accompany the slides with a one-page script. Label the slides with a number and your name. The narrative description shall include the architect of record, design team member's role in the design of the project, the type of facility, location and client name, total gross square feet, total construction cost, and a brief statement indicating the relevance of this project for the Prototype Elementary School 2000 project. Projects of the design team member (a) and the two (2) "other" projects (c) do not have to be constructed to be included in this section.

Maximum of 12 pages, including photographs.

3. **IMPRESSION AND DESIGN APPROACH:** Submit a one or two page written statement describing the impressions and design approach for the conceptual design of the Prototype Elementary School. One (1) color 30" x 40" board representing these impressions and design approach shall be included with the submittal. In addition to the written statement, include 8 ½" x 11" or 11" x 17" foldout copies of the color board in each bound submittal.
4. **REFERENCES:** Provide at least three (3) owner/user references for each key design team member. For each reference, list the person's name, address and current (verified) telephone number, and nature of the reference or relationship. **YOU ARE NOT REQUIRED TO RESPOND TO THE REQUIREMENTS OF THIS SECTION IF THEY WERE MET IN YOUR SUBMITTAL FOR THE PHASE I PQA.**

Total of 1 page

SECTION IV: EVALUATION OF STATEMENTS OF QUALIFICATIONS

The following general criteria will be used in evaluating and rating Statements of Qualifications in the Phase II RFQ. Additionally, the material submitted in the Phase I PQA will be considered here. The entire

team will be evaluated. The right is reserved hereunder to modify these criteria and to add or delete criteria. The order of the following is not intended to imply priority or importance.

1. DESIGN TEAM EXPERIENCE

- a. Major project experience involving the design of:
 - Public facilities;
 - Schools; and
 - Prototype school design.
- b. Demonstrated success of comparable undertakings related to the following:
 - Creating a high quality development at a reasonable cost and within budget;
 - Overall design quality, including ability to create positive community identity, create environments that enhance learning and integrate sustainable design concepts;
 - Overall architectural design quality; and
 - Managing projects of similar scale and complexity.
- c. Prior experience of design team members working in a collaborative relationship with clients using an integrated approach to design.

2. ORGANIZATION AND MANAGEMENT APPROACH

- a. Clear lines of responsibility within the team's organization, demonstrating effectiveness and responsiveness.
- b. Availability of full time representatives of the design team members throughout the duration of the project.
- c. Capacity of proposed design team staffing to complete the project.
- d. Project management approach and sensitivity to key project issues that will lead to a design that meets all program requirements.

3. QUALIFICATIONS OF KEY PERSONNEL

- a. Qualifications and specific project experience of designated design professionals assigned to this project in the design of schools as well as other projects relevant to the successful execution of the Prototype Elementary School 2000 project.

4. DESIGN APPROACH

- a. Understanding of an integrated approach to design.

**SECTION V:
SHORT LIST OF DESIGN TEAMS**

Based on evaluations of the Statements of Qualifications and interviews, a final short list of not more than three (3) design teams will be compiled. Each of these three teams will be invited to participate in the Phase III Request for Proposals stage of the competition process.

EXHIBIT A