

PRE- QUALIFICATION OF ARCHITECTS**for the Poudre School District****PROTOTYPE ELEMENENTARY SCHOOL 2000 DESIGN COMPETITION****SECTION I:
INTRODUCTION****A. Process Overview**

Poudre School District (PSD) will be sponsoring a One-Stage Invited Design Competition for a three-track prototype elementary school. Architects or architectural design teams that meet minimum criteria for design expertise set forth herein are invited to respond to this Pre-Qualification of Architects (PQA). After evaluation of responses to this PQA, Poudre School District will ‘short list’ five architectural design teams to be considered for participation in the design competition. PSD will then invite all five design teams to respond to the Request for Qualifications (RFQ) process. Based on the evaluation of the RFQ process, three of the five ‘short listed’ design teams will be invited to participate in the Request For Proposals (RFP) process. The RFP phase of the process will be a juried design competition with an honorarium awarded to each participant meeting the minimum design criteria set forth in the RFP.

Process phase summary:

- Phase I, PQA: Pre-qualification of five (5) lead design architects
- Phase II, RFQ: Short listing of three (3) architectural design teams
- Phase III, RFP: Juried design competition with honorarium, award of design contract*

** At this time, funds have been identified for design through the Design Development phase only. Completion of the project is dependant upon the Board of Education’s recommendation for and subsequent voter approval of a bond issue in November 2000.*

B. Background

Poudre School District has for many years employed the use of the prototype concept for elementary schools. Our current prototype elementary school was designed in 1987. At that time PSD was, as it is now, committed to creating a prototype school that was flexible enough to accommodate on-going changes in curriculum delivery as well as dedicated to the concept of energy conservation. The eight elementary schools built based on the 1987 prototype have served the PSD well. They continue to be the most energy efficient schools in PSD as well as being able to respond to the needs of the users.

So if our 1987 prototype is working so well and the students and teachers enjoy learning and teaching in the buildings, why design a new prototype? The simple answer is “we can do better”. After a post-occupancy evaluation was conducted in the spring of 2000, we found that although there were many features of the existing prototype that were working well, there was room for substantial improvement. It became clear that dramatic changes in approach to curriculum delivery over the last fifteen years coupled with PSD’s commitment to sustainable design would require a fresh look at how our elementary schools looked, felt, and functioned.

C. Sustainable Design

Sustainable Design is the systematic consideration, during design, of a project’s life cycle impact on environmental and energy resources. Perhaps the best way to understand the principles of sustainable

design is not by defining the process but rather by looking at the results of the process. The *ideal* characteristics of development based on the principles of sustainable design are development constructed from renewable resources collected onsite, development that generates its own energy from renewable sources, and development that manages its own waste. This, of course, is the ideal and we mention it here only for illustrative purposes.

Poudre School District is committed to being a responsible steward of our natural resources and believes that public education should provide leadership in developing an ethic of sustainability in all of its practices. By engaging in sustainable design, Poudre School District hopes to build higher performance schools that:

- harmonize with the natural landscape
- consume less energy
- provide higher quality lighting
- conserve materials and natural resources
- enhance indoor environmental quality
- safeguard water, and
- teach principles of sustainable design

Your understanding of the principles and practice of sustainable design will be an important factor in success in the PQA process. Specific sustainable design goals will be defined in the RFQ and RFP phases of this process.

D. Integrated Design Approach to Sustainable Design

There are two types of cooks: the linear cook and the integrated cook. When setting out to make an onion and mushroom omelet, the linear cook cracks the eggs, whips them and throws them in the frying pan. Realizing that he forgot to sauté the onions and mushrooms, he turns the heat down on the eggs and searches the pantry for the onions, which, of course, are not there. Running to the refrigerator to get the mushrooms, he trips over the dog's water dish and, looking for a way to stop his fall, grabs at the stove, accidentally turning the burner to 'High'. As the smoke detector screams from being set off by the now-burning eggs, he throws down his apron, turns to the thirsty, howling dog and says, "Let's go out to eat". The integrated cook assembles all the ingredients, realizes he doesn't have any onions or mushrooms and says, "Let's go out to eat". Both cooks eat, but one gets indigestion.

The Poudre School District believes that an integrated design approach can greatly increase the chance of success of meeting sustainable design goals without getting indigestion. Traditional design approaches to the construction of facilities have been largely a linear process. The architect progresses from conceptual/schematic design to design development to construction documents to contract administration while pulling in technical consultants along the way. Integrated design employs a multi-disciplinary approach where all project stakeholders are involved in the design process from start to finish on a collaborative basis. The process recognizes that a design decision made unilaterally may have a major impact on achieving sustainable design goals.

E. Buildings That Teach

The built environment offers a wealth of teaching/learning opportunities for students, teachers, and the community. It is the goal of Poudre School District to have buildings designed that enables these groups to take advantage of these opportunities. For example, the following are possible strategies for achieving this goal:

- Provide visually accessible building systems (HVAC, communications, plumbing, structure, electrical, etc.)
- Provide physically accessible building systems (HVAC, communications, plumbing, structure, electrical, etc.)
- Provide accessible, real-time building systems performance feedback
- Provide building systems training to learners
- Provide spaces designed to enhance learning

SECTION II: PROJECT DESCRIPTION

A. Project Overview

Poudre School District has determined the need for a new prototype elementary school design to meet the ever-changing demands of curriculum delivery as well as student population growth. Over the past several years, PSD has acquired several building sites in anticipation of future needs. The final design of the new prototype elementary school must be adaptable to each site with no design changes to the building itself except for main entry features. Obviously, conditions at each site will dictate unique site development solutions. Perhaps the greatest challenge will be to reconcile the inherent conflict in adapting a prototypical design to unique sites while manifesting the principles of an integrated sustainable design approach.

PSD has developed the following documents intended for use in the design of the new prototype elementary school:

- Technical Specifications
- Sustainable Design Guidelines
- Educational Specifications

These documents will be made available to the five design teams short-listed in Phase I of the selection process.

Preliminary Building Program Summary

The Prototype Elementary School will be approximately 60,600 gross square feet (GSF). The building may have additional space for two additional educational programs that are site-specific. The building will include the following spaces:

Core Areas – 17,445 s.f.

- Administration
- Art
- Cafeteria/Flex Room
- Gymnasium
- Kitchen
- Media Center
- Music

Instructional Areas – 25,844 s.f.

- K-6 Instructional Areas

Special Education Pupil Services

Support Areas – 17,278 s.f.

Restrooms
Custodial
Mechanical/Electrical/Communications
Storage

Corridors/Walls, etc. – 13,930 s.f.

TOTAL GSF – 60,600

Site-Specific Additional Educational Spaces:

Special Education/Pupil Services Spaces – 2,500 s.f.

Title I
English as a Second Language
Early Childhood

Pre-School and Before & After School Child Care – 3,850 s.f.

Infant care
Pre-School 2-3 year olds
Pre-Kindergarten
Material Storage Closets
Director's Office
Parent Check-In
Playground Equipment Closet
Small Kitchen

Kitchen – 160 s.f.

Storeroom for Schools with Production Kitchens

TOTAL SITE-SPECIFIC SPACE – 6,510 s.f.*

**does not include factor for Corridors, Walls, etc.*

B. Implementation Procedure

Poudre School District's Planning, Design, and Construction Department (PDCD) will administer the three-phase competition process. The PDCD has compiled the following detailed documentation to be made available at the phase indicated:

Phase I (PQA):

- Pre-Qualification of Architects Document

Phase II (RFQ):

- Request For Qualifications Document
- Educational Specifications
- Sustainable Design Guidelines
- Technical Specifications

Phase III (RFP):

- Request For Proposal Document

- Educational Specifications
- Sustainable Design Guidelines
- Technical Specifications
- Surveys of all potential school sites
- Preliminary subsurface investigation reports
- Aerial photographs of all potential sites
- Project budget constraints

C. Selection Process

The following is the current Poudre School District Board of Education policy DJF Local/Competitive Purchasing:

The Board of Education believes that competition is the basis for all purchasing; therefore, the Board does not support a local preference for procurement of goods or services. The procurement manager or designees have the flexibility to award to a local bidder in the case of a tie when all other factors are equal.

To ensure implementation of its sustainable design philosophy, Poudre School District will give weight to the design team’s knowledge of and demonstrated experience in applying sustainability concepts and principles to the design of schools through an integrated design approach.

The design team selection process for the Prototype Elementary School 2000 project includes three distinct phases outlined below:

Phase I – Pre-Qualification of Architects (PQA)

Architects or architectural teams that meet minimum criteria regarding design experience and capability may submit a Statement of Qualifications for the Prototype Elementary School 2000 project. Five lead design architects or architectural teams will be selected by the Phase I Selection Committee to participate in interviews to discuss the project and the architect's design vision. Selection criteria for Phase I are discussed later in this document.

It is the intent of Poudre School District to screen the capabilities and design quality of interested architectural firms to ensure that only those architectural firms exhibiting a high level of design creativity and innovation, as well as experience in and understanding of the integrated design approach, will be selected to participate in Phase II. This pre-qualification process ensures fair and impartial selection of the most qualified lead design architects or architectural teams from Colorado. Small firms are specifically encouraged to submit their qualifications.

Phase II – Request For Qualifications (RFQ)

The five lead architects or architectural teams selected in Phase I will be interviewed by the Phase II/III Selection Committee. The 90-minute interview will be used to allow the design architect 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. After the interviews, three teams will be

selected to participate in the Phase III Request For Proposals competition process. Specific submittal requirements will be identified in the RFQ.

Phase III– Request For Proposals (RFP)

Each of the three teams short-listed in Phase II will be invited to submit a response to the Phase III RFP. Each design team (Proposer) will have five and one half (5½) weeks to prepare its proposal. During this period there will be opportunities for each team to submit questions to Poudre School District’s Planning, Design, and Construction Department (PDCD) as well as two scheduled interim design concept review workshops. Anonymity of the source of specific questions and specific requests will be maintained in the written answers. All written responses to questions and requests issued by the PDCD will, at an appropriate time, be formally issued by addendum to the RFP. The workshops will be held with each Proposer separately and will be attended by representatives of the PDCD and the Selection Committee. The workshops will be held in the Fort Collins area office of each Proposer’s lead architect or other mutually acceptable location. Details of the question and workshop processes will be described in the RFP.

The design competition will require submittal of a design concept, partial schematic drawings, and a building model (as well as other submissions required by the RFP) at the end of the competition period. Upon receipt, each proposal will undergo a comprehensive technical and design evaluation to ensure compliance with all mandatory and minimum performance criteria, the provision of all space requirements and budget constraints. Each Proposer will have the opportunity to present its proposal to the Selection Committee. The Selection Committee will make its own independent design evaluations of each proposal and will select the most appropriate proposal for award of the design contract. The Selection Committee will then make its recommendations to the Poudre School District Board of Education.

Each team submitting a complete proposal in accordance with published competition regulations will be paid an honorarium of \$25,000. The winner of the competition will credit the \$25,000 honorarium against the resulting contract for design.

The Poudre School District reserves the right hereunder to reject any or all submittals and to waive informalities in the qualifications or proposals. All responses submitted pursuant to the Pre-Qualification of Architects (PQA), Request For Qualifications (RFQ), and Request For Proposals (RFP) will be subject to all applicable ordinances, rules and regulations, findings and policy determinations adopted or promulgated by the Poudre School District’s Materials Management Department that may be in effect at the time of promulgation of the aforementioned documents.

D. Competition Schedule

Schedule of Events

Phase I - PQA

Issue Pre-Qualification of Architects Document (PQA)	May 19, 2000
Response to Pre-Qualification of Architects (PQA) Deadline	June 7, 2000
Pre-Qualification Short List Announced	June 9, 2000
▪ Five Architects Pre-Qualified	

Phase II - RFQ

Issue Request For Qualifications (RFQ)	June 12, 2000
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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 1 - PRE-QUALIFICATION OF ARCHITECTS)**

A. Introduction

It is presently intended that five (5) lead design architects or architectural teams will be pre-qualified to be part of the design teams to participate in the Phase II RFQ stage of this design competition. The goal of this pre-qualification process is to establish an extraordinary level of design capability within the design teams, consistent with creating a new prototype elementary school of outstanding design and technical quality. Statements of Qualifications not fully responsive to this solicitation will be rejected and the right is reserved hereunder to reject any or all proposals submitted in response to this solicitation.

The submittals from design architects or architectural teams wishing to be considered for pre-qualification should demonstrate a high degree of design capability and be of a concise, understandable nature. In cases where the design architect (individual) is part of a larger firm, the relationship and project commitment of

that individual must be addressed. Examples of work submitted should graphically address integrated sustainable building design, relationship of buildings to their context and site development.

B. Pre-Qualification of Architects Mandatory Criteria

Mandatory criteria that must be satisfied by each responding lead design architect or architectural team include the following. Any submittal that does not demonstrate complete compliance will be rejected.

1. Currently licensed or has presented a definitive plan to become licensed to practice architecture in the state of Colorado prior to execution of the contract resulting from this solicitation;
2. Should Poudre School District be successful in the November 2000 bond election, the successful lead architect (or architectural team) must commit to maintain a local Fort Collins area office during the Contract Administration period of the construction of the prototype elementary school;
3. Engaged in no litigation or exhibiting a history of excessive claims against Errors and Omissions insurance that would substantially affect performance on this project;
4. No current or pending litigation with Poudre School District;
5. Demonstrated capability of adequate staff and support resources to perform the work required by this project or presentation of a plan to team with others to produce construction documents. This teaming is not required until the design architect is selected to participate in the Phase II RFQ process.

C. Statement of Qualifications: Specific Requirements

In keeping with sustainable design philosophy, Poudre School District encourages that the response to the PQA 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 (3) 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.

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1. **ARCHITECTURAL TEAM:** General introduction on the makeup of the project design team, including each team member's area of expertise. 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. The designated lead design architect and at least one principal of the lead firm must be an architect registered in the state of Colorado prior to the execution of a contract resulting from this

solicitation. Address the issue of communication between Poudre School District and the proposed design team if team members do not maintain offices in the immediate Fort Collins area. (*Two (2) pages maximum*).

2. **PROJECT EXPERIENCE:** Submit relevant project experience of the designated lead design architect (an individual) and of the lead architectural firm submitting qualifications for this project, if different. Examples of design projects for the lead design architect and the office of the architectural firm submitting qualifications must include the following:
 - a. Two (2) examples of projects executed by the designated lead design architect or the office of the firm submitting qualifications that demonstrate an innovative approach to environmentally responsible or sustainable design.
 - b. Two (2) examples of constructed projects of related scale and complexity to the type and scale to the proposed Prototype Elementary School, designed by the individual or office of the firm submitting qualifications, that best reflect its overall design capability.
 - c. Two (2) other projects completed by the designated lead design architect and/or the office of the firm submitting qualifications that exhibit exemplary design capability. These may be for any type or size of project.

For each of these six (6) projects, and no more than six (6), submit a one-page narrative description of the project and include a color picture depicting the project. The narrative description shall include 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 designated lead design architect (a) and the two (2) “other” projects (c) do not have to be constructed to be included in this section. (*Total of 12 pages maximum, including photographs*).

3. **PROJECT APPROACH AND DESIGN PHILOSOPHY:** Submit a one-page, written statement presenting the design philosophy and approach of the designated lead design architect relative to the successful completion of the prototype elementary school. Present your plan to identify and supplement your architectural design team, if necessary, to provide full architectural and engineering services if selected to participate in the Phase II RFQ. Include a discussion of your approach to employing an integrated approach to sustainable design. (*Total of 1 page*)
4. **GENERAL DESIGN CAPABILITY:** Submit one (1) plastic slide sleeve of up to 10 slides that depict the spectrum of your design capability. Provide a one-page script of these slides. Label the slides with a number and your name. Submit only with the marked original submittal, not with all three (3) sets. Do not bind the slides into the original. (*Total of 1 page plus slides*)

The Statement of Qualifications shall focus on the design capabilities of the designated lead design architect and key architectural production individuals only. Other relationships with other engineering firms that enhance the lead design architect's and key personnel professional capabilities may be presented during the Phase II Request for Qualifications.

5. **PROJECT PERSONNEL:** Submit names and qualifications of up to six (6) key design professionals who will be assigned to this project. Include a detailed resume of the designated lead design architect and single page resumes of other key project personnel. Indicate their present assignments, their availability for this project, and the degree of involvement of each individual on this project during each of the phases of implementation. Indicate each individual's degree of responsibility on the projects listed in number 4, above.

6. REFERENCES: Provide up to five (5) owner/user references for the designated lead design architect and each key participant, preferably clients and individuals related to the projects identified in number 2, above. For each reference, list the person's name, address and current (verified) telephone number, and nature of the reference or relationship. *(Total of 1 page)*
7. CONFORMANCE WITH MANDATORY CRITERIA: Include narrative and exhibits, as appropriate, demonstrating compliance with all mandatory pre-qualification criteria as set forth in Section III.B. above. *(Total of 1 page)*

SECTION IV:

PHASE I – PRE-QUALIFICATION OF ARCHITECTS (PQA) PROCESS DETAILS

The following process will govern the conduct of the competition and selection process for the Phase I PQA for the Prototype Elementary School 2000 project. Agreement by any team to respond to this PQA indicates it will comply with the procedures outlined below and as set forth elsewhere in the body of this document.

All materials submitted in Phase I PQA will become the property of Poudre School District. No compensation will be awarded for Phase I PQA.

1. ADVERTISEMENT AND SOLICITATION OF ARCHITECT SUBMITTALS: There will be a public advertisement of the process, listing requirements for architect submittals and the availability of this Pre-qualification of Architects document.
2. DISTRIBUTION OF PRE-QUALIFICATION OF ARCHITECTS DOCUMENT: This Pre-qualification of Architects document will be available at the address listed below. The PQA must be picked up in person at this address during the hours of 8:00 am to 4:00 pm, Monday through Friday.

THIS IS THE OFFICIAL COMPETITION ADDRESS:

Prototype Elementary School 2000
 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

3. QUESTIONS REGARDING PRE-QUALIFICATION OF ARCHITECTS: Should interested architects have specific questions regarding this PQA which need to be answered prior to submitting Statements of Qualifications, all questions should be submitted by e-mail or fax to the official competition address. In order to receive a proper response, all questions should be received by 2:00 PM MST on Friday, May 26, 2000.

All those who intend to submit a response to this PQA and who would like to receive responses to their questions must e-mail or fax a statement of intent to respond to this the PQA as well as their e-mail address or fax number to the official competition address no later than Monday, May 29, 2000.

The preferred method of receiving questions is via email in MS Word format, but respondents may alternately fax their questions to the official competition address. Responses to questions will be e-mailed or faxed to all those having filed an intent to respond (see above) on May 31, 2000.

Questions Process Deadlines:

2:00pm, May 26, 2000	All questions submitted to Poudre School District
May 29, 2000	Statement of intent to respond deadline
May 31, 2000	Question responses from Poudre School District issued

4. **PRE-QUALIFICATION OF ARCHITECTS SUBMITTAL DEADLINE:** All responses to this Pre-qualification of Architects document must be received at the competition address no later than 4:00 p.m., MST, Wednesday, June 7, 2000. Faxed submittals will not be accepted.
5. **LATE SUBMISSIONS:** A submittal will be considered late if received at the official competition address at any time after 4:00 p.m., MST, Wednesday, June 7, 2000. Submittals 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 three (3) copies of the submittal must be submitted in accordance with all requirements set forth in this Pre-qualification of Architects document. *Note: Only one (1) set of project slides need be submitted. See Section III above.*
7. **EVALUATE ARCHITECTS PRE-QUALIFICATION SUBMITTALS:** Only those submittals fulfilling all mandatory criteria will be evaluated. *See Section III above for the mandatory criteria and Section V for the evaluation criteria.*
8. **PRE-QUALIFICATION SCREENING COMMITTEE EVALUATION:** The submittals and slides of representative work will be considered by the Phase I Selection Committee, which will identify between five (5) architectural firms deemed the most responsive and expressing the most appropriate design quality and sensitivity to participate in the Phase II RFQ process.
9. **INTERVIEWS:** There will be no interviews required in the Phase I PQA.

**SECTION V:
EVALUATION OF STATEMENTS OF QUALIFICATIONS**

The following general criteria will be used in evaluating and rating Statements of Qualifications from interested architects or architectural teams. The right is reserved hereunder to modify these criteria, add or delete criteria, and conduct interviews with some or all interested architectural firms prior to completion of the Phase I Pre-Qualification of Architects process. The order of the following is not intended to imply priority or importance.

1. Design ability in the architect's area of expertise, including design philosophy and understanding of, and approach to, integrated sustainable design.
2. Ability to interpret, translate, and execute a program, functional and performance requirements into drawings and specifications for the schematic design, design development, construction documents and construction phases.
3. Relevant experience in design of comparable, single-user projects, including institutional, academic, or government building design experience of key staff committed to the Prototype Elementary School 2000 project.
4. Ability to maintain schedules and meet deadlines.
5. Demonstration of cost consciousness.

6. Professional experience and background of the designated lead design architect, firm principals and key personnel for the type of project envisioned by Poudre School District, and skills used in the development of technical documents, investigative services and communication with clients.
7. Appropriate personnel and commitment to carry out the project, including the personal commitment of the designated lead design architect to remain actively involved in all phases of this project from the initial competition through construction and occupancy.

**SECTION VI:
SHORT LIST OF PRE-QUALIFIED ARCHITECTS**

Based on evaluations of the Statements of Qualifications a final short list of not more than five (5) lead design architects or architectural teams will be compiled. Only those architects or architectural teams placed on this short list can be considered for participation in the Phase II RFQ and the Phase III RFP competition process.