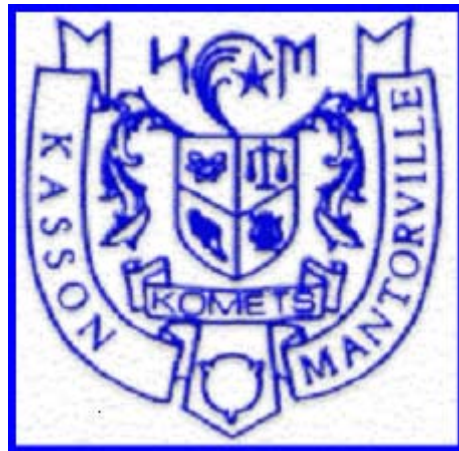


*Kasson-Mantorville ISD #204*

*Kasson, Minnesota*

***PRE-QUALIFICATION  
OF  
Architects***



Prepared by Kasson-Mantorville ISD #204  
May 15, 2002

**Response due at 4:00 P.M. on May 22, 2002**

# Pre-Qualification of Architects Document

## 2002 New High School Design Competition Kasson-Mantorville Independent School District #204

### Section 1: Introduction

Kasson-Mantorville Independent School District (ISD) #204 (Kasson-Mantorville) seeks inspiring design solutions for a New High School. Kasson-Mantorville intends that the New High School will be a high performance school. Within the budget planned, this school facility will inspire and support the education curriculum and learning outcomes. The facility will be simple yet inspiring in its design. The school will have spaces filled with daylight and fresh, healthy air. It will be simple to maintain with durable, healthy building materials and components. It will be very efficient in its operation with low life cycle costs.

Kasson-Mantorville is sponsoring a One-Stage Invited Design Competition for the New High School in Kasson-Mantorville, MN. Architectural design teams that meet minimum criteria for design expertise set forth in Kasson-Mantorville's Pre-Qualification of Architects (PQA) are invited to respond.

After evaluation of responses to the PQA, Kasson-Mantorville will "short list" six design teams to be considered for participation in the Design Competition and invite these six firms to respond to the Request for Qualifications (RFQ). Based on the evaluation of the RFQ process, three of the six "short listed" design teams will be invited to participate in the Design Competition. An honorarium will be awarded to each design team that is invited to participate in the Design Competition and submits a design solution that meets the minimum design criteria set forth for the Design Competition. The Design Team that wins the Design Competition will be retained for the design of the New High School in Kasson-Mantorville, MN contingent upon passage of a referendum planned for Fall 2002. Kasson-Mantorville intends to use the winning design solution for construction of the New High School.

## Section 2: Project Description

**Scope of Project:** Kasson-Mantorville intends to construct a new high school. The New High School will be a facility for approximately 800 students with core spaces designed to accommodate up to 1000 students for potential future expansion. The New High School will have approximately 175,000 to 185,000 gross square feet for educational facilities including an auditorium for 1000.

**Project Budget:** The construction cost for this project are estimated to be approximately \$125 per square foot for construction of a new 9-12 high school estimated to be 175,000 to 185,000 square feet total.

**High Performance Design:** To support this effort Kasson-Mantorville retained Intep, LLC to provide integrated planning services. Intep will define building performance requirements and measurable goals for energy use, building envelope performance, daylighting requirements and comfort requirements.

**Cost & Schedule Control:** To support this effort the Kasson-Mantorville intends to retain a construction management company to provide cost and schedule control. It is intended that the construction manager will provide pre-construction, construction phase, and post construction services.

## Section 3: Selection Process

Kasson-Mantorville will administer a two-phase selection process for the New High School that includes two distinct phases as outlined below:

### **Phase 1: Pre-Qualification of Architects (PQA) Document**

Architectural design teams that meet minimum criteria regarding design experience and capability may submit a Statement of Qualifications for the New High School in Kasson-Mantorville. Six lead design architects or architectural teams will be selected by the Kasson-Mantorville Building Committee to participate in interviews to discuss the project and the architect's design vision and approach.

In Phase 1, it is the intent of Kasson-Mantorville to screen the capabilities and design quality of interested architectural firms that submit Statements of Qualification. The process is intended 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 and high performance building design will be selected to participate in Phase 2. This pre-qualification process insures fair and impartial selection of the most qualified lead design architects or architectural teams. Small firms are specifically encouraged to submit their qualifications.

Document provided in Phase 1: PQA:

- Pre-Qualification of Architects Document

## **Phase 2: Request for Qualifications (RFQ) Document**

The Kasson-Mantorville Building Committee will interview the six (6) lead architectural teams selected in Phase 1. The 60-minute interview will be used to allow the Design Team to discuss their approach to the design opportunities afforded in the New High School. The approach and design vision must be developed in an interactive dialogue with the Building Committee using communication and presentation media to be provided by the design team. No previously prepared diagrams or sketches specific to the New High School 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 Design Competition process. Specific submittal requirements will be identified in the RFQ.

Document provided in Phase 2: RFQ

- Request for Qualifications Document

## **Section 4: Design Competition**

### **Process**

Each of the three teams invited to participate in the Design Competition will be invited to submit an entry for the Design Competition. Each Design Team will have six and one-half (6 ½) weeks to prepare its Design Competition Entry. A draft of the Design Competition Package (see description below) will be made available to participants two (2) weeks prior the Design Competition Kick-Off meeting. During this two-week period and prior to the Design Competition Kick-Off meeting there will be opportunities for each Design Team to submit questions to Kasson-Mantorville by email only. In order to receive a proper response, all questions should be received by Kasson-Mantorville at the official competition e-mail address (see below) by 2:00 pm CST on June 26, 2002. Kasson-Mantorville will respond to these questions during the question and answer period of the kick off meeting.

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 Design 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 Design Team will have the opportunity to present its design solution to the Building Committee. The Building Committee will make its own independent design evaluations of each design solution and will select the most appropriate design solution for award of the design contract. The Building Committee will then make its recommendations to the School Board of the Kasson-Mantorville ISD #204.

## **Design Competition Package**

- Requirements for Competition
- Architectural Program for New High School
- Building Performance Goals - High Performance / Sustainable Schools
- Preliminary Project Budget and Schedule
- Survey of all potential school sites (anticipated)
- Preliminary subsurface investigation reports (anticipated)
- Aerial photographs of all potential sites (anticipated)

## **Honorarium**

Each team submitting a complete design solution in accordance with the Design Competition requirements will be paid an honorarium of \$10,000. This honorarium represents the total amount that will be paid to each of Design Teams that are invited and complete the requirements of the Design Competition.

*Kasson-Mantorville ISD #204 reserves the right hereunder to reject any or all submittals and to wave informalities in the qualifications or proposals. All responses submitted pursuant to the Pre-Qualification of Architects (PQA), Requests for Proposals and the Design Competition will be subject to all applicable ordinances, rules and regulations, findings and policy determinations adopted or promulgated by Kasson-Mantorville ISD #204 that may be in effect at the time of the aforementioned documents.*

## Section 5: Schedule

### **Selection Process:**

#### Phase 1 (PQA):

Announcement of Pre-Qualification Request:	May 7, 2002
Issue Pre-Qualification Request Document:	May 15, 2002
Pre-Qualification Request Submittals (PQA):	May 22, 2002
Announcement of Short List / Issue Request for Qualifications Document:	May 29, 2002

#### Phase 2 (RFQ):

Request for Qualifications Due (RFQ):	June 11, 2002
Interviews of Selected Design Teams:	June 19, 2002
Announcement of Selected Design Teams:	June 20, 2002

### **Design Competition:**

Issue Draft Design Competition Package:	June 20, 2002
Design Competition Kick-off / Issue Design Competition Package:	July 1, 2002
Design Competition Submittals:	August 14, 2002
Evaluation of Submittals:	August 15 through August 28, 2002
Presentation of Design Solutions and Announcement of Selected Design Team:	August 29, 2002
Design Team Contract Execution:	September 2002
Bond Election:	November 5, 2002

## Section 6: Submittal Requirements – Pre-Qualification of Architects

### A: Introduction

It is intended that six (6) lead design architects or architectural teams will be pre-qualified to be part of the design teams to respond to the Request for Qualifications (RFQ). 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 High School of outstanding design, technical and performance quality. Kasson-Mantorville seeks a solution that will provide an inspiring and effective learning and working environment. 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 the 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 design, relationship of buildings in their context and climate and site development.

### B. Pre-Qualification of Architects Mandatory Criteria

Mandatory criteria that must be satisfied by each responding lead 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 Minnesota prior to execution of the contract resulting from this solicitation;
2. Should Kasson-Mantorville ISD #204 be successful in the November 5, 2002 bond election, the successful lead architect (or architectural team) must commit to maintain an office in Minnesota during the Contract Administration period of the construction of the New High School;
3. Engaged in no litigation or exhibiting a history of excessive claims against Errors and Omission insurance that would substantially affect performance on this project;
4. No current or pending litigation with Kasson-Mantorville ISD #204;
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 Request for Qualification process.

### **C. Statement of Qualifications: Specific Requirements**

Each Statement of Qualifications shall be in 8 ½"x11", vertical format, consisting only of the specified materials requested below. Foldout 11"x17" pages are acceptable. Submit one (1) clearly identified original and three (3) copies of each bound document, in a soft cover. While the appearance of proposals and professional presentations is important, the choice of proposal materials (paper, ink, binding materials, etc.) should appropriately reflect the Proposer's understanding of, and commitment to the sustainable principles sought in this project. To be responsive, each Statement of Qualifications must include the following material in the exact order specified.

**COVER LETTER:** An Officer of the firm submitting the Statement of Qualifications and the designated lead design architect shall sign the cover letter. In the case of a joint venture, an officer of each joint venture 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, email address, postal address, telephone and fax 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 Minnesota prior to the execution of a contract resulting from this solicitation. Address the issue of communication between Kasson-Mantorville ISD #204 and the proposed design team if team members do not maintain offices in Minnesota. *(One (1) page maximum).*
2. **PROJECT EXPERIENCE:** Submit a maximum of four (4) relevant projects showing the experience of the designated lead design architect (an individual) and the lead architectural firm submitting qualifications for each project, if different. Examples of up to four (4) design projects for the lead design architect and the office of the architectural firm submitting qualifications must include at least one (1) from each of the following:
  - a. Examples of projects executed by the designated lead design architect that demonstrate an innovative approach to high performance design.
  - b. Examples of constructed projects of related scale and complexity to the type and scale of the proposed New High School, designed by the individual or office of the firm submitting qualifications, which best reflect its overall design capability.

- c. Other projects completed by the designated lead design individual or 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 four (4) projects, and no more than four (4), 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 that project for the New High School project. Projects of the designated lead design architect (a) and the 'other projects' (c) do not have to be constructed to be included in this section. *(Total of 4 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 New High School. Present your plan to identify and supplement your architectural team, if necessary, to provide full architectural and engineering services if selected to participate in the Request for Qualifications process. Include a discussion of your approach to employing an integrated approach to high performance design. *(Total of 1 page).*
4. PROJECT PERSONNEL: Submit names and qualifications of up to six (6) key design professionals who will be assigned to this project. Include single page resumes for designated lead design architect and 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 phase of implementation. *(Total of 6 pages).*

## Section 7: Pre-Qualification of Architects Process Details

The following process will govern the conduct of the competition and selection process for the Pre-Qualification of Architects (PQA) for the New High School in Kasson-Mantorville. 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 during the PQA will become the property of the Kasson-Mantorville Public Schools ISD #204. No compensation will be awarded for the PQA.

1. **ADVERTISEMENT AND SOLICITATION OF ARCHITECTURAL SUBMITTALS:** There will be a public advertisement of the process, listing requirements for architectural submittals and the availability of this Pre-Qualification of Architects document.
2. **DISTRIBUTION OF PRE-QUALIFICATION OF ARCHITECT DOCUMENT:** This Pre-Qualification of Architects document will be available as a PDF file attachment via an email request to Kasson-Mantorville at the address listed below or the PQA can be picked up in person at this address during the hours of 8:00am and 4:00pm, Monday through Friday.

THIS IS THE OFFICIAL COMPETITION ADDRESS:

District Office

Attention: Julie Cink

Kasson-Mantorville ISD #204

101 16<sup>th</sup> Street NE

Kasson, MN 55944

Email: [jtorkelson@komets.k12.mn.us](mailto:jtorkelson@komets.k12.mn.us)

**QUESTIONS REGARDING PRE-QUALIFICATION OF ARCHITECTS:**

Should interested architects have specific questions or issues regarding this project and the design process, please include them as part of your Cover Letter. Kasson-Mantorville assumes that this Pre-Qualification of Architects Document provides ample information for preparation of a response.

3. **PRE-QUALIFICATION OF ARCHITECTS SUBMITTAL DEADLINE:** All responses to this Pre-Qualification of Architects document must be received at the official competition address no later than 4:00 pm CST, Wednesday, May 22, 2002. Faxed or emailed submittals will not be accepted.
4. **LATE SUBMISSIONS:** A submittal will be considered late if received at the official competition address at any time after 4:00 pm CST, Wednesday, May 22, 2002. Submittals received after the specified time and date will not be considered and will be returned unopened to the sender.

5. 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.
6. EVALUATE ARCHITECT'S PRE-QUALIFICATION SUBMITTALS: Only those submittals fulfilling all mandatory criteria will be evaluated. See Section 6 above for the mandatory criteria and Section 8 for the evaluation criteria.
7. PRE-QUALIFICATION SCREENING COMMITTEE EVALUATION: The submittals of representative work will be considered by the Building Committee, which will identify six (6) architectural firms deemed the most responsive and expressing the most appropriate design quality and sensitivity to participate in RFQ process.
8. INTERVIEWS: There will be no interviews required for the PQA.

## Section 8: 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 PQA process. The order of the following is not intended to imply priority or importance.

1. Design ability of the architect's area of expertise, including design philosophy and understanding of, and approach and commitment to, integrated, high performance 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 compatible, single-user projects, including institutional, academic, or government building design experience of key staff committed to the New High School project.
4. Ability to maintain schedules and meet deadlines.
5. Demonstration of cost consciousness.
6. Demonstration of quality consciousness.
7. Professional experience and background of the designated lead design architect, firm principals and key personnel for the type of project envisioned by the Kasson-Mantorville ISD #204, and the skills used in the development of technical documents, investigative services and communication with clients and project teaming and collaboration abilities.
8. 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 9: Short List of Pre-Qualified Architects

Based on evaluations of the Statements of Qualifications a final short list of not more than six (6) 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 RFQ process and the Design Competition Process.