



**REQUEST FOR PROPOSAL FOR ARCHITECTURAL & ENGINEERING SERVICES
FOR THE ADDITION OF A NEW ELEMENTARY SCHOOL; FUTURE RENOVATION & ADDITIONS AT SIBLEY
ELEMENTARY, BRIDGEWATER ELEMENTARY, & LONGFELLOW; REPURPOSING GREENVALE PARK
ELEMENTARY AS AN EARLY CHILDHOOD CENTER**

PROPOSAL DUE DATE: FRIDAY, NOVEMBER 30, 2018 | 4:00 PM

Northfield Public Schools is seeking proposals for professional services to provide architectural and engineering services for the school district. RFP details and introductory information about the Northfield Public Schools follows:

As a result of a successful passage of a \$40.975 million bond referendum on November 6, 2018, Northfield Public Schools intends to plan, prepare, and design the following projects:

- Construct a new six hundred student elementary school on the Greenvale Park campus
- Convert the current Greenvale Park into a district-wide early childhood center
- Additions and renovations at Bridgewater Elementary
- Additions and renovations at Sibley Elementary
- Renovation at Longfellow to house District Offices

Required Qualifications:

The firm must be able to demonstrate that they, and the personnel proposed for the project, have had recent experience with projects of a similar nature. References from three successful elementary facility projects including, if possible, analyses and recommendations of alternatives to new construction should accompany the proposal.

The firm must demonstrate understanding and experience in all areas of school planning and construction in Minnesota including all code and State agency submittal and permitting requirements. Designers must be licensed as required by Minnesota statute.

The proposal must include a listing of personnel that will be performing work for the District including resumes listing their qualifications and experience in performing similar work.

Mail 10 copies to (please limit to 25 pages):
Jim Kulseth, Director of Buildings & Grounds
Northfield Public Schools
1400 Division St S
Northfield, MN 55057
jkulseth@northfieldschools.org

Proposals are due to the school district no later than 4:00 PM on November 30, 2018. Proposals will be reviewed by a district committee.

Questions should be directed to Jim Kulseth at 507-645-3435 or jkulseth@northfieldschools.org.

The district will review all proposals received and may, where determined appropriate, request additional information from any proposer. Interviews will be scheduled Wednesday, December 5th. Interviews will be scheduled for one hour, including a 45 minute presentation and 15 minutes for questions and answers. Exact time and location of the interviews will be determined after review of proposals.

Northfield Public Schools reserves the right to reject any or all proposals and to waive formalities, negotiate terms and conditions with any given proposer, and select the proposer that best fits the needs of the district. There is no expressed or implied obligation for the Northfield Public Schools to reimburse responding firms for any expenses incurred in the presentation of submittal for this request. Receipt of proposals does not obligate the school district to hire a architectural firm.

Specific Proposal Requirements:

1. A brief profile of your firm including the number of personnel by discipline. Include a resume of the partner and senior architect that will be assigned responsibility for the school district's account. If you subcontract for specific engineering or other required services provide a similar profile for the contract firms.
2. A brief summary of your firm's experience in the planning and design of K-12 schools and the remodeling of existing facilities.
3. Provide specifics on the three most recent school projects including at least one new facility. Include the following for each project:
 - a. Owner
 - b. School name and location
 - c. Grade configuration
 - d. Square footage
 - e. Enrollment capacity
 - f. Construction cost
 - g. The number of owner initiated change orders and their cost
 - h. The number of architect initiated change orders and their cost
 - i. The name of the general contractor or construction management firm responsible for construction and the name of their field supervisor assigned to the project.
4. Describe in detail your proposed fee arrangement for both new construction and remodeling of existing facilities.
5. Describe the methods you use to manage a project from concept through completion.
 - a. Include:
 - i. A statement of your design philosophy and how you would incorporate that philosophy into the district's planning process,
 - ii. How you develop project budget estimates,

- iii. How you would control project costs and the role of life cycle cost analysis, value engineering, energy conservation and environmental concerns in the design and construction process, and
 - iv. How you determine and maintain a project's schedule.
6. Provide a typical timeline, based on your firm's experiences, that illustrates the total time involved in the design and delivery process for a new educational facility project. Support the timeline with an actual example project. Specifically note your firm's turnaround time requirements from the point of approval of the final design documents until the construction bid documents are issued.
7. Detail the firm's current schedule of work and provide assurances that the firm has the resources to take on the District's project.
8. Provide the District with the typical reporting tools used by the firm in its reporting to District Facility Committees and School Boards. Provide examples.
9. Describe the firm's experience and willingness to work with construction management firms in design and completing educational facility projects. Give examples if possible.
10. Discuss what distinguishes your firm from others that might be considered for this project.
11. Detail the firm's position and experience in designing and providing "Sustainable Designs", Green Buildings, and high efficiency facilities.
12. Define your knowledge and experience in educational technology planning and design.
13. Describe your budget/cost control methods.
14. Include information regarding your ability to handle all ADA requirements and building code compliance for the District.