

SCITUATE SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES

The Scituate School Committee has requested the Superintendent of Schools to seek proposals for Architectural & Engineering Services [reference Section 1.09-3 of the RIDE Construction Regulations (5/24/07)] for the Town of Scituate School District. These specifications should not be considered restrictive to the extent of excluding from consideration any additional service a firm may submit.

Proposals for these services will be received at the office of **The Scituate School Department, 3 George Washington Highway, Clayville, RI 02815 until 3:30 PM on Friday, February 2, 2018.**

No proposals will be considered unless submitted in a sealed envelope marked:

“ARCHITECTURAL & ENGINEERING SERVICES”

The proposal, if awarded, will be to the firm that furnishes the Scituate School Committee satisfactory evidence of their ability to perform the scope of work as outlined. The Scituate School Department reserves the right to waive any informality in or to reject any or all proposals.

Upon receipt of any submissions responsive to the Request for Qualifications, those responses will be vetted by the RIDE School Building Committee which will forward a recommendation to the School Committee and to the Town Council. All contracts will be awarded by the Town Council.

No proposal shall be withdrawn for a period of thirty (30) days subsequent to the opening of the bids without the consent of the Scituate School Committee or the RIDE School Building Committee.

A mandatory walk-through at the following project site shall be held on Wednesday, January 24, 2018 at 10:00 AM.

**Scituate Middle/High School
94 Trimtown Road
North Scituate, RI 02857**

SCOPE OF SERVICES

A. Architectural & Engineering Services

The selected Architect & Engineer will be responsible for providing design services, construction documents, bid specifications and to be part of the bidding or negotiation phase and the

Construction Phase as defined by AIA Document B 141 (Owner-Architect Agreement) as modified to conform to the scope of service described in this RFP as:

Bond-funded projects approved by RIDE in the Stage II Application submitted February 1, 2017 with supplement information submitted March 2017.

Additional Comments about Requirements during the Design Stage

- The designs shall make maximum practical use of all space. Proposed solutions will be fully functional, meet all codes and regulations, and be cost effective.
- Design Approval is required by RIDE for Schematic Design, Design Development, and Construction Documents prior to bidding.
- Additional information on approved bond-funded projects may be viewed in the Stage II Application. A hard copy of the Stage II Application may be viewed in the administration office of the School

Approved bond-funded projects include work at all five school properties and the School District's Capital Improvement Plan, included in the Bond.

Scituate High School/Scituate Middle School (combined campus)

- Athletic (Caito) Field Renovation required for the installation of a synthetic turf field and 400m regulation track.
- Manning Field Upgrades
- Sanitary System Replacement/Upgrades
- Exterior Envelope improvements in the High School 1956 wing.
- High School and Middle School student toilet room renovations
- Locker Room upgrades
- Mechanical Improvements

Hope Elementary School

- Exterior Ramp Improvements
- Student toilet room renovations

North Scituate Elementary School

- Exterior Envelope improvements
- Flooring Replacement

Clayville Elementary School

- Mechanical Upgrades

General Considerations:

1. Perform all required functions for architectural & engineering services in compliance with the RIDE School Construction Regulations (5/24/07).
2. Upon receipt of the response to the RFQ, parties will engage in negotiated price proposals to develop a contract and pricing.

3. Award of any contract developed after receipt of responses, qualification of bidders, and negotiation of price proposals shall be subject to approval by the RIDE School Building Committee, which will forward a recommendation to the School Committee and to the Town Council. All contracts will be awarded by the Town Council.
4. **Particular attention should be paid by any proposer to RIGL § 45-55-8.1 (d) that provides:**

(d) No city or town, prior to selecting a firm for negotiation during procurement under this section, shall seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

In the event that there are issues, which require clarification after the submitted bids are reviewed, the School District may contact the bidders for a meeting, and if necessary, an addendum will be prepared in writing and sent to all bidders.

Proposal Requirements

- A. Deadline for receipt of proposals is 3:30 PM on Friday, February 2, 2018.
- B. Proposal Submission:
 - a. Submit 2 copies of the proposal to:

**Scituate School Department
3 George Washington Highway
Clayville, RI 02815**

- b. Envelopes should be clearly marked:

“ARCHITECTURAL & ENGINEERING SERVICES”

- C. Proposals shall include:
 - a. Background description of the firm, including an explanation of areas of specialty.
 - b. List of similar projects the firm has undertaken over the past 10 years and a list of all projects done in the past 5 years, including names and telephone numbers of references.
 - c. Names and qualifications of key personnel to be assigned to the project, including consultants.
 - d. Evidence of current Professional Liability coverage for the firm and any consultants including limits of liability and telephone number of provider and the rating as issued by a recognized insurance rating service.
 - e. List of any and all claims asserted against or litigation pending involving the firm or its principals during the last five years.
 - f. Proposed form of contract for all services to be provided.

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 the consultants who will work with the applicant on the 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 to The Scituate School Department, 3 George Washington Highway, Clayville, RI 02815

All responses to inquiries will be communicated in writing to all proposers within 72 hours, if feasible.