

Great Falls Public Schools
Request for Qualifications for Architectural/Engineering Services
Little Russell
Renovation and Construction

The Board of Trustees of Great Falls Public Schools (GFPS) requires services from a qualified Architectural/Engineering firm to assist in the programming, planning, design, public solicitation for construction and construction administration of a new Building and Grounds facility to include renovations and remodeling of the former Russell Elementary. The entirety of the project shall be located on the former Russell Elementary site at 2615 Central Avenue West, Great Falls, MT. It is anticipated these projects will be constructed in two phases, with the new Building and Grounds facility consisting of the 1st phase. It is the District's desire to engage a qualified firm to design the project following the general guidelines in the Facility Action Plan for the construction of the new Building and Grounds facility, within the established budgets. The Facility Action Plan is available online at the Great Falls Public Schools web site @:

http://www.gfps.k12.mt.us/sites/default/files/Facility%20Plan%20Final_0.pdf

Project Requirements:

- Finalize programming requirements
- Provide cost estimates throughout design – (SD:DD:CD)
- Participation and support for public outreach and stakeholder entities
- Participation in GFPS planning exercises
- Participation in presentations to the Public and the School Board
- Responsible design practices that meet established budgets
- Detailed planning/design
- Permitting and coordination through all AHJ's
- Public bidding
- Construction administration

Submittal Requirements

1. Cover letter / Statement of interest
2. Description of firm's relevant experience with projects of similar size and scope.
3. List examples of your firm's specific experience with designing and completing projects of similar scope and size on time and on budget.
4. References and contact numbers from previous representatives of projects completed of similar size and scope.
5. Proposed staff and relevant experience
6. Current work load

Interested firms are asked to submit 8 copies of any materials submitted as part of their Request for Qualifications submittal packet. Submittals are to be received by 4:00pm MST on Monday, December 19th, 2016 to:

Great Falls Public Schools
Mr. Brian Patrick, Director of Business Operations
1100 4th St. S.
P.O. Box 2429
Great Falls, MT 59403

Late Submittals will not be accepted.

Selection Process

Submissions will be assessed by a District appointed committee on the following objective / subjective scale. A maximum of four (4) candidates with the highest numeric scores will be “shortlisted” and invited to interview at the District’s facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews the District will enter negotiations with the highest ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, and thus, until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the District reserves the right to make the selection of the preferred firm based on the submittal information alone, and may decline to conduct the interview stage of the selection process.

Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:

1. Experience with projects of similar size and scope in this region **35%**
2. Key team member qualifications and experience **25%**
3. Capability to meet time and project budget requirements **20%**
4. Local professional resources to be utilized for this effort **10%**
5. Recent and current work for Great Falls Public Schools **5%**
6. Current and projected workloads **5%**

Timeline for review and selection as follows:

Submission of firms Qualification’s due:	Monday, December 19 th , 2016 at 4:00pm MST
Review/shortlist RFQ’s by the District:	Wednesday, December 20 th , 2016
Interview shortlisted firms:	Tuesday, January 10 th , 2017
Notice to the public of rankings:	Wednesday, January 11 th , 2017
Board approval of selection:	Monday, January 23 rd , 2017

Board approval; begin negotiations with highest ranked firm.

End of RFQ