

**Great Falls Public Schools**  
**Request for Qualifications for Architectural/Engineering Services**  
**Roosevelt Elementary School Replacement**

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 for the replacement of Roosevelt Elementary School. It is the District's desire to engage a qualified firm to design the project following the general guideline in the Facility Action Plan for the replacement of Roosevelt Elementary School, within the established budgets. The Facility Action Plan is available on line at the Great Falls Public Schools web site

<http://gfps.k12.mt.us/content/rfqrfp-bids>.

**Project Requirements:**

- Finalize programming requirements
- Provide cost estimates throughout design – (SD:DD:CD)
- Provide renderings and 3D modeling as needed
- 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 through all AHJ's
- Public: Bidding/Alternative Project Delivery
- 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 programming, 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 **January 17th**, 2017 to:

Mr. Brian Patrick  
Great Falls Public Schools  
Mr. Brian Patrick, Director of Business Operations  
1100 4<sup>th</sup> Street South  
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:	January 17 <sup>th</sup> , 2017 @ 4:00pm (MST)
Review/shortlist RFQ’s by the District:	January 19 <sup>th</sup>
Interview shortlisted firms:	January 27 <sup>th</sup>
Notice to the public of rankings	January 30 <sup>th</sup>
Selection:	Board approval; begin negotiations with highest ranked firm

**End of RFQ**