

Great Falls Public Schools
Request for Qualifications for Architectural/Engineering Services
Great Falls High Addition and Renovation

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, and public solicitation for construction and construction administration for the Great Falls High School addition and renovation. 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 above projects, within the established budgets. Memorial Stadium is not part of this RFQ. The Facility Action Plan is available online at the Great Falls Public Schools web site at: [www.gfps.k12.mt.us/sites/default/files/Facility%20Plan%20Final 0.pdf](http://www.gfps.k12.mt.us/sites/default/files/Facility%20Plan%20Final%200.pdf)

Project Requirements:

- Finalize programming requirements
- Provide cost estimates throughout design – (SD:DD:CD)
- Provide renderings and 3D modeling
- Provide design documents for multiple phased bid packages as needed for commencement of construction in June of 2018
- Participation with and support for public outreach and stakeholder entities
- Participation and leadership in GFPS planning and programming exercises
- Participation in presentations to the Public and the School Board
- Responsible design practices that meet established budgets
- Detailed planning/design/phasing
- 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 MST, September 7th, 2017.**

Late Submittals will not be accepted.

Mr. Brian Patrick

Great Falls Public Schools

Mr. Brian Patrick, Director of Business Operations

1100 4th Street South, Great Falls MT

An unguided, site orientation walk through will be available to respondents on Friday, August 18th 2017 from 8:00am to 4:30pm MST. The intent is to provide respondents with an opportunity to observe current site and building conditions in order to incorporate suggestions into the RFQ as respondents see fit within the parameters outlined in the Facility Action Plan. Furthermore, the intent is not to create an open forum for questions and answers, and subsequently, respondents are asked to not query GFPS personnel during this walk through. Access to the building will be granted via the main east entrance located on 20th St South. Respondents are asked to sign in and out at this entrance. Further access will not be granted after August 18th.

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 firm’s Qualifications due:	September 7 th , 2017
Review/shortlist RFQs by the District:	September 12 th , 13 th , 2017
Interview shortlisted firms:	October 2 nd , 3 rd , 2017
Notice to the public of rankings	October 6 th , 2017
Selection:	Board approval; begin negotiations with highest ranked firm

End of RFQ