



Diamond R-IV School District

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P.O. Box 68 - 401 S. Main Street
Diamond, Missouri 64840
417-325-5186

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Mr. Ron Gray
Maintenance/Transportation Director
Diamond Central Office
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Dr. Laura Weaver
Special Services Director
Diamond Central Office
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Principal / Activities Director
Diamond High School
417-325-5188

Mr. Mac Whitehead
Principal
Diamond Middle School
417-325-5336

Mrs. Lisa Northup
Principal
Diamond Elementary School
417-325-5189

Mr. Anthony Ficken
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417-325-5186

REQUEST FOR QUALIFICATIONS ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES

Diamond R-IV Schools
401 S. Main/P.O. Box 68
Diamond, MO 64840
Phone (417) 325-5186

June 10, 2021

REQUEST FOR QUALIFICATIONS

Thank you for your interest in and continued support of the Diamond R-IV Schools Request For Qualifications (RFQ) for Architectural, Engineering, and Land Surveying Services to assist with planning future capital improvement, site planning, building projects, and strategic planning. We invite you to submit a proposal to the attention of the Diamond R-IV Schools (401 S. Main St., Diamond MO 64840 or P.O. Box 68, Diamond MO 64840) by the deadline specified below. **Please clearly mark the envelope Request For Qualifications (RFQ) for Architectural, Engineering, and Land Surveying Services.**

Objective

The Diamond R-IV School District is soliciting qualifications for architectural, engineering, and land surveying services to consult on capital improvement and future building projects. The architectural/engineering firm will work with the district to develop a campus site plan to prioritize, long range planning, and oversee capital improvement projects. Projects may include, but are not limited to, building entrances, parking lot improvements, facility growth planning, and facility upgrades. The architectural/engineering firm will also work with the district to plan for future potential building projects. The architect's team will work with the district to design and construct the facilities. This will be a qualifications based selection and only firms with proven experience and success in designing and building state of the art, 21st Century school facilities will be considered.

Consultant Qualifications

Diamond R-IV will screen and select the most highly qualified firms from those submitted and will select the firm considered best qualified and capable of performing the proposed work. The architect is expected to provide Interior Design, Structural, Civil, MEP Engineering, and Surveying within their scope of qualifications or contracted services.

Consultants being considered for services to support these projects are expected to have experience in the following areas:

1. Facilitating innovative and collaborative problem-solving.
2. Experience in the planning and design of sustainable K-12 school facilities.
3. Experience in designing 21st century learning spaces.
4. Success in community engagement with district staff, parents, teachers, students, and stakeholders in identifying issues, needs, and evaluation of options and priorities.
5. Past record of successful bond campaigns.

Qualification Content Requirements

The formal response shall contain required information in the following sequence and format:

1. Firm background
 - a. Name of firm
 - b. State of incorporation and location of principal and branch offices
 - c. Length of time in business
 - d. Number of in-house AIA Certified Architects
 - e. Number of total employees (including architects)
 - f. Firm ownership
2. Provide a brief narrative of your approach to the following:
 - a. Communication
 - b. Bond support and community engagement
 - c. Designing for school safety
 - d. Project estimating and cost control during design & construction
 - e. Sustainable design practices
 - f. Value engineering
 - g. Scheduling
 - h. Information management and control system
 - i. Bidding strategy and bid phase administration
 - j. Change order management/procedures/negotiations
 - k. On-site supervision, including frequency of on-site meetings with owner and CM
 - l. Final start-up, testing, occupancy, and close-out
 - m. Compliance with applicable federal, state, and local affirmative action requirements

n. Working with local, state and federal codes, laws, rules, and regulations related to school facilities

1. Provide project examples of new construction of public school facilities that include 21st Century features, and provide examples of experience in designing remodel/additions. Include size, cost, location, and type of project.
2. Provide references for at least 3 (three) K-12 public school districts in the State of Missouri with whom you have designed or remodeled current facilities and used 21st century features.
3. Describe your in-house capability and historical performance in providing Architectural Design Services including: Interior Design, Quality Control, Project Scheduling, Cost Control, Civil, Structural, and MEP Engineering, Audio/Visual Experience, FEMA Projects, and Building Information Modeling.
4. Provide a project organizational chart that includes roles of in-house personnel and consultants who will be assigned to the project.
5. Describe your firm's key personnel's educational backgrounds, certifications, and experience in the design of school facilities.
6. Describe how your firm will ensure the project is delivered on time and on budget.
7. Describe why your firm is best qualified to provide architectural services for Diamond R-IV.

Process, Timeline, and Submission

The process for review of the RFQ's will be generally as follows:

1. Diamond R-IV Schools is seeking to obtain professional services only and reserves the right to reject any and all RFQ's and to waive, or not waive, any or all technicalities based on its sole discretion.
2. The RFQ's will be individually reviewed. References will be contacted and results provided to the superintendent for consideration.
3. The finalist (or finalists) will be required as part of the review process to join Diamond R-IV superintendent for an interview on Tuesday June 29, 2021 (Time: TBD).
4. After individual reviews of the RFQ's and the final interview, a recommendation will be submitted to the Diamond R-IV Board of Education for approval on June 30, 2021.
5. Board of Education policy FEB will govern the entire process. Diamond R-IV Schools reserves the right to reject any or all RFQ's. Direct questions to Dr. Keith White (417-325-5186).

6. This RFQ is dated June 10, 2021. Proposals are to be received at the District office no later than 3:00 pm on June 28, 2021. Proposals are to be submitted to the address below in a sealed envelope, clearly marked "RFQ Architectural Services" and addressed to:

Attn: Dr. Keith White, Superintendent
Diamond R-IV School District
401 S. Main/P.O. Box 68
Diamond, MO 64840

The District will identify the top qualified firm/firms from the submitted proposals and conduct interviews. The District will select the firm considered best qualified and capable of performing the desired services and will negotiate a contract with the firm. If the District cannot reach an agreement with the selected firm, the District will select another firm with which to negotiate a contract until it is successful in negotiating an acceptable agreement. The District reserves the right to reject any and all proposals and to waive any formality or irregularity in the proposals received whenever such rejection or waiver is in the interests of the District.

A copy of the District's policy FEB: Selection Of Architectural, Engineering, And Land Surveying Services is enclosed below and made a part of this request for proposal. Diamond R-IV Schools retain the right to accept and/or reject any and/or all proposals submitted.

Please contact Diamond R-IV Schools (417-325-5186) with any questions related to the terms of this proposal. We look forward to reviewing your proposal.

Sincerely,

Dr. Keith White, Superintendent
Diamond R-IV School District
401 South Main St. Diamond, MO 64840
kwhite@diamonddwildcats.org
(417) 325-5188 ext. 4002

MSBA Policy FEB - Selection Of Architectural, Engineering, And Land Surveying Services

The Board will select qualified firms and negotiate contracts for architectural, engineering and land surveying services for the various building projects in the school district when such services are required. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

The district will solicit statements of quality and performance data from architectural, engineering or land surveying firms when a project requiring such services is proposed.

The data submitted will be evaluated against the following criteria:

1. The specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board.
2. The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. The firm's past record of performance with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
4. The firm's proximity to and familiarity with the geographical area in which the project shall be located.

The superintendent or designee shall prepare a written description of the services desired by the district. Interested firms will submit statements of their qualifications and performance data with respect to the above criteria. In addition, each interested firm will identify the individuals or subcontractors performing each service required by the architectural, engineering or surveying project and their degrees, certifications and years of experience performing the service. The Board, in consultation with the superintendent or designee, shall analyze the data received and list the top three qualified firms. The Board shall select the firm considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract acceptable to the district with the firm first selected, the Board may negotiate a contract with another firm from the list or may direct the superintendent or designee to seek additional statements of qualifications from other firms and then submit a new list of qualified firms. The Board may authorize a qualified person to negotiate a contract for architectural, engineering or land surveying services on its behalf, but any negotiated contract must be approved by an affirmative vote of a majority of the whole Board.

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