

Elder Grove School District #8
Request for Qualifications for Architectural/Engineering Services
For the New Elder Grove Middle School

The Board of Trustees of Elder Grove School District #8 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 New Elder Grove Middle School. It is the District's desire to engage a qualified firm to design the project following the outlined bond information for the design of a new middle school and elementary commons addition, within the established budgets. The Facility Action Plan is available online at the Elder Grove School District web site at the following address: www.eldergrove.k12.mt.us

Project Requirements:

- Finalize programming requirements
- Provide cost estimates throughout various design phases – (SD:DD:CD)
- Provide renderings and 3D modeling as needed to adequately convey intent
- Participation and support for public outreach and stakeholder entities
- Participation in District planning exercises
- Participation in presentations to the Public and the School Board
- Incorporate responsible design practices that meet established budgets
- Detailed planning/design
- Assist during permitting through all AHJ's
- Public: Bidding/Alternative Project Delivery, to be determined
- Construction Administration through duration of the project

Submittal Requirements

1. Cover letter / Statement of interest
2. Description of firm's relevant experience with projects of similar size and scope
3. Provide 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 associated relevant experience
6. Current work load

Interested firms are asked to submit seven (7) copies and one (1) electronic copy of any materials submitted as part of their Request for Qualifications submittal packet. Submittals are to be received by 4:00pm, **Thursday, February 1st**, 2018 to:

Mr. Justin Klebe, Superintendent
Elder Grove School District #8
1532 S 64th St. W.
Billings, MT 59106

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 three (3) 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 into 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 **30%**
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 **5%**
5. Recent and current work for Elder Grove School District **15%**
6. Current and projected workloads **5%**

Timeline for review and selection as follows:

Submission of firms Qualification’s due:	Thursday, February 1st @ 4:00pm (MST)
Review/shortlist RFQ’s by the District:	Monday, February 5th @ 1:00
Interview shortlisted firms:	Monday, February 12th @ 12:00
Notice to the public of rankings	Wednesday, February 28th
Selection:	Board approval; begin negotiations with highest ranked firm

End of this RFQ