



## REQUEST FOR QUALIFICATIONS

Issued by

BISMARCK PUBLIC SCHOOL DISTRICT

### For Architectural Services

#### INTRODUCTION

Bismarck Public Schools request statements of qualifications for architectural services for design and construction administration for school projects. The projects may include construction of an addition at Legacy High School, career and technical education space, multi-purpose facility, southside elementary and other improvements and additions.

#### SCOPE OF SERVICES

Bismarck Public Schools will choose one or more firms to complete the work as outlined in this document. The selected architectural firm will be required to procure engineering and other ancillary services within their scope (see Part III). These services will comprise of the development of a detailed project program, preliminary planning, construction cost estimates, design development, construction procurement, through construction administration.

#### CONSULTANTS

Firms submitting qualifications are asked not to include structural, mechanical, electrical, and plumbing engineering services. The selected architectural firm along with Bismarck Public Schools will collaborate in the selection of engineering consultants for the referenced disciplines.

#### SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

Bismarck Public Schools requests the following material for use in the selection of a professional design firm:

- A. Past Performance
  1. Demonstrated experience and excellence in projects with comparable scale, complexity, and function.
  2. Proven capabilities for providing conceptual design of education facilities. Firms are asked to submit appropriate graphic material supporting analysis, thoroughness, and clarity (may be the same projects).
    - Firms are asked to submit up to three examples of projects indicating preliminary estimate and actual construction cost accuracy.
    - Firms are asked to submit up to three projects graphically showing preliminary design and actual built product.

- Firms are asked to submit up to three sample projects indicating firm's ability to determine owner's space needs.

**B. The Ability of Professional Personnel**

Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:

1. An organizational chart for all members in the designated design team. List any in-house or out-of-house special consultants. Identify their function within the design team.
2. Indicate the names of employed persons that will be designated as the project manager and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.

**C. Willingness to Meet Time and Budget Requirements**

1. Provide examples of when your firm completed Work within the negotiated fee and include general references where this has been accomplished.
2. Provide three examples of an outline of the basic work plan that your firm has accomplished.

**D. Related Experience on Similar Projects**

1. Recent Relevant Work: List up to three projects completed within the past five years, or currently under construction that most closely resemble this project. Include the project name, client, year of completion, value in place, and reference contact. May also be the projects listed in Section A.

**E. Recent and Current Work for the District**

Indicate recent and current work with the Bismarck Public School District over the past five years. Include estimated or actual fees.

**F. Recent/Current and Projected Workload of the Person or Firm**

Evaluate the recent, current, and projected workload of the firm based on the following criteria:

1. Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.
2. Availability of all personnel included in Section F.

## **INTERVIEW PROCESS**

Firms that are selected for interviews will be asked to present on how their firm will work collaboratively with the owner and the construction manager(s) to develop a process and schedule.

## **PROCEDURES FOR SUBMISSIONS**

- A. Architects wishing to be considered shall submit ten (10) copies of their qualification materials no later than 4:00 p.m., Local Time, Friday, July 30, 2021 at the office of the:

Business and Operations Manager  
Bismarck Public Schools  
806 N. Washington Street  
Bismarck, North Dakota, 58501

- B. Sequence of Events: The following represents the sequence of events contemplated in the qualification and selection procedure established for retaining an architect:

Advertise for proposals	July 17 and 24, 2021
Proposals due	July 30, 2021
Review Responses and prepare shortlist	August 2, 2021
Interview Selected Candidates	August 6, 2021
Selection Notification	August 10, 2021
Construction Begins	TBD
Completion of Construction	TBD

END OF REQUEST FOR QUALIFICATIONS

**Firm evaluated:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**1. Past Performance (25 points)**

Evaluate the firm for past performance based on the following:

- a. Demonstrated experience and excellence in education projects with comparable scale complexity and function.
- b. Proven capabilities for providing conceptual design with subsequent solutions. Appropriate supporting documentation should include:
  - Up to three (3) examples of projects indicating preliminary estimate and actual construction cost accuracy.
  - Up to three (3) projects graphically showing preliminary design and actual built product.
  - Up to three (3) sample projects indicating firm's ability to determine owner's space needs.

**Excellent** (20 - 25 points)  
**Very Good** (13 - 19 points)  
**Good** (6 - 12 points)  
**Fair** (0 - 5 points)

**RFQ Response**

**Interview**

**Comments:**

**2. The Ability of Professional Personnel (25 points)**

Evaluate the qualifications of the principals and project team members proposed for the project including a clear definition of their primary responsibility based on the following information:

- a. An organizational chart for all members in design team and a list of any in-house or out-of-house special consultants. Function within the design team should be identified.
- b. The names of employed persons that will be designated as the project manager and principal design member. The person that will serve as point of contact for all matters relating to management of contract and design services should be indicated.
- c. Brief resumes of personnel to be assigned to this project.

**Excellent** (20 - 25 points)  
**Very Good** (13 - 19 points)  
**Good** (6 - 12 points)  
**Fair** (0 - 5 points)

**RFQ Response**

**Interview**

**Comments:**

3. Time and Budget Requirements (15 points)

Evaluate the firm's willingness to meet time and budget requirements based on the following:

- a. Provide examples of when your firm completed Work within the negotiated fee and include general references where this has been accomplished.
- b. Provide three examples of an outline of the basic work plan that your firm has accomplished.

**Excellent** (12 - 15 points)  
**Very Good** (8 - 11 points)  
**Good** (4 - 7 points)  
**Fair** (0 - 3 points)

**RFQ Response**

**Interview**

**Comments:**

4. Related Experience on Similar Projects (25 points)

Evaluate related experience of the firm on similar projects based on the following information:

- a. Recent relevant work consisting of three (3) projects completed within the past five years, or under construction that most closely resemble this project. Information submitted should include the project name, client, year of completion, value in place, and reference contact.

**Excellent** (20 - 25 points)  
**Very Good** (13 - 19 points)  
**Good** (6 - 12 points)  
**Fair** (0 - 5 points)

**RFQ Response**

**Interview**

**Comments:**

5. Recent and Current Work for the District (20 points)

- a. Evaluate the firm based on recent and current work with the Bismarck Public School District over the past five years. Responses should include estimated or actual fees. (10 points)
  - Professional services contract(s) less than \$10,000 (10 points)
  - Professional services contract(s) of more than \$10,000 but less than \$50,000 (8 points)
  - Professional services contract(s) of more than \$50,000 but less than 100,000 (6 points)
  - Professional services contract(s) of more than \$100,000 (4 points)
  - Professional services contract(s) of more than \$500,000 (2 points)
- b. Evaluate the past working relationship with Bismarck Public School District (10 points)

- Excellent (9 - 10 points)
- Very good (6 - 8 points)
- Good (5 points)
- None (5 points)
- Fair (2 - 4 points)
- Poor (0 - 1 points)

RFQ Response

Comments:

6. Recent/Current and Projected Workload of the Person or Firm (15 points)

Evaluate the recent, current, and projected workload of the firm based on the following criteria:

- a. Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.
- b. Availability of all personnel included in No. 6.

- Excellent (12 - 15 points)
- Very Good (8 - 11 points)
- Good (4 - 7 points)
- Fair (0 - 3 points)

RFQ Response

Interview

Comments:

**BISMARCK PUBLIC SCHOOLS  
ARCHITECT POINT RECAP**

	Maximum	Submission	Interview	Total
1. Past Performance	25	_____	_____	_____
2. Professional Ability	25	_____	_____	_____
3. Time/Budget Requirements	15	_____	_____	_____
4. Related Experience	25	_____	_____	_____
5. District Work	20	_____	_____	_____
6. Workload	15	_____	_____	_____
	125	_____	_____	_____

**Ranking of Firm: 1 2 3 4 5 (circle one)**

**Comments:**