

REQUEST FOR QUOTES

Molalla River School District No. 35 Facility Planning

**Molalla River School District No. 35
P.O. Box 188 Molalla, Oregon 97038
Phone (503) 829-2359**

PROPOSAL DUE DATE & DELIVERY REQUIREMENTS:

Proposal due by Thursday, August 13, 2015 (3:00 pm, PST)

Deliver one electronic copy in PDF format to: rick.gill@molallariv.k12.or.us and five original copies to:

**Rick Gill, Business Manager
Molalla River School District
P.O. Box 188, Molalla, Oregon 97038
412 S. Sweigle Ave, Molalla, Oregon 97038**

FINALIST INTERVIEW:*

Finalists will be interviewed in approximately 1-hour increments on Tuesday, August 18, 2015

AWARD OF PROJECT:*

The selected consultant shall be notified by no later than **Friday August 28, 2015 by 3:00 PM PST.**

The consultant will be chosen based on the criteria included in the RFQ by representatives of Molalla River School District.

Cost associated with preparing proposals is solely the responsibility of the proposer.

*Subject to change

RFQ SCHEDULE:

Release RFQ	July 27, 2015
Proposals Due	August 13, 2015 (3:00PM PST)
Interviews	August 18, 2015
Notification of contract award	August 28, 2015
Work commences	September 1, 2015

I. PROJECT BACKGROUND**District Description and Facility Planning Need**

Molalla River School District is centered in Molalla, Oregon, and serves the communities of Clarkes, Dickey Prairie, Maple Grove, Molalla, Mulino, Rural Dell and Schuebel within its 225 square mile boundary. The District serves approximately 2,400 students in grades K-12. The next few years the students served will be relatively stable. The District currently serves students with (4) elementary schools, (1) middle school and (1) high school. There is also a standalone facility for high school agricultural classes and a stadium and athletics field complex at a location near the District Office. The District Office is part of the former high school. The district maintenance shops are in the vocational and shop building of the former high school. There is also a gymnasium and a temporary classroom building that provides storage. The Food Service Office and portions of this building are leased to community organizations.

The District has completed a long range planning process that included a thorough assessment of current district facilities. The recommendations of the committee included engaging an architect to provide services for Phase I and Phase II projects.

Recommendations for Phase One (1-5 Years)

The recommendations listed below are listed in a flexible timeline, with many processes contingent on others, and are not listed in order of importance.

- A) If, after assessing boundaries, the Committee recommends maintaining all four elementary buildings:
 - 1. Significant capital improvements in section twelve (XII) should proceed.
 - 2. A Committee recommendation to address elementary building capacities should be developed at that time.
- B) Complete deferred maintenance and capital improvements identified in section twelve (XII) of this report.

- C) Secure property adjacent to MHS, as necessary, for the purpose of co-locating a new middle school. Such co-location, it is believed, will create efficiencies of operation for the district in areas like transportation. In addition, it is believed additional opportunities may become available for secondary students as the result of such co-location.
- D) Construct a new middle school on the property co-located with MHS.
- E) Reconfigure Mulino Elementary. The Committee recommends closing the North Campus and constructing facilities in coordination with the South campus that will represent a comprehensive K-5 elementary school. The committee believes this is necessary given the safety issues present with students crossing Passmore Road. Additionally, loss of instructional time for street crossings, as explained in the Mulino principals report, will be eliminated.
- F) Funding for Phase One should be identified by the Board as soon as possible.

(Note: Elementary school organization and boundaries will be determined after the 2015 boundary analysis. Committee members recognized that other assets, like the district office building and the current middle school building may need to be considered for elementary school use depending on the outcome of the boundary analysis.)

Recommendations for Phase Two (6-10 Years)

- A) Reconvene Long-Range Planning Committee periodically to:
 - 1. Review progress and make further recommendations
 - 2. Develop modernization plans for buildings based re-evaluations from the Long-Range Planning Committee

All documents including the final report are available at
http://www.molallariv.k12.or.us/long_range_planning

II. RFQ FACILITY PLANNING OBJECTIVE

The Molalla School District's intent is to evaluate the costs associated with the following:

- A. Relocating the current Middle School to the High School Campus
- B. Repurposing the current District Office site as an elementary school
- C. Developing an elementary school on a site in Molalla other than the ones above.

The consultant is expected to demonstrate their planning expertise through the synthesis of gathered information combined with a broad technical and design experience in developing options for the District.

The facility planning is intended to be completed by December 1, 2015.

III. QUALIFICATIONS

Prospective consultants should have the following minimum qualifications:

1. Experience and expertise in K-12 facility planning. Proven experience in understanding and analyzing school operations, enrollment projections and demographic data and how these affect facility planning. Experience working with K-12 buildings and portable classrooms, including experience in retrofitting, removal of structures, and determination of the most efficient use of energy to support operations.
2. Experience with assessing aging structures and applying analysis to facility options in relation to operation, function, and budgeting concerns.
3. Consultant must have a strong working knowledge of construction means and methods with renovation and new construction projects, while being able to apply an accurate construction cost budgeting to the design.
4. Consultant to have knowledge of current local, state, and federal laws as it applies to school buildings. This includes understanding of local, state and federal building codes, health codes, and ADA requirements.

IV. ORGANIZATION OF THE SUBMITTAL PROPOSAL

The RFQ information shall be organized per the Submittal Format. Organization and brevity will be appreciated. The sections of the RFQ shall be indexed and tabbed per the (5) sections noted below per the Submittal Format for easy reference.

Each proposal shall be submitted electronically in PDF format and accompanied by five hard copies.

Tab 1 - Letter of Interest

A maximum two page letter of interest that includes a synopsis of the firm, business principals, selected planning team members, general qualifications and distinguishing characteristics, primary contact information (mailing address, email address, telephone and facsimile numbers), and signed by the principal-in-charge representing the contractual authority of the firm.

Tab 2 - Project Approach to Facility Planning

Based upon the Project Background and Facility Planning Objective provided in this RFQ, provide a narrative description of the work to be accomplished. The overview should articulate an understanding of the Owner and Owner's needs. The overview should describe the proposed work and all applicable requirements.

Tab 3 - Planning Team Key Personnel

Include resume information for each member of the planning team. Identify the specific role and phase of participation anticipated for this Project and highlight the unique elements and qualifications provided to the design team. Provide background information including education, professional titles, related qualifications, specific roles in past projects, and relevant experience.

Tab 4 – Schedule

It is the intent of the Molalla River School District to complete the facilities planning document by December 1, 2015. Provide a milestone schedule, and demonstrate your firm's ability to meet this schedule.

Tab 5 – Work Plan

Provide a work plan that delineates the proposed labor-hours for each portion of the Facility Planning Objective along with an estimated average hourly rate.

Tab 6 – Relevant Experience & References

Provide a list, project description, and contact information for five (5) previous school clients. Include relevant information about each project that applies to the experience of your firm relevant to the current RFQ.

SUBMITTAL REVIEW & SELECTION PROCESS

The Respondent should submit a comprehensive, but concise RFQ submittal. Failure of the Respondent to provide any information requested in this RFQ may result in disqualification of the submitted proposal. The provision of copious and irrelevant material may also result in disqualification of the submitted proposal.

In order to select the consultant, the District selection committee shall evaluate and rank RFQ submittals based on alignment with the RFQ requirements, Submittal Format, and Evaluation Criteria. The purpose of the interview is to ensure a full understanding of RFQ responses and to introduce key members of the facility planning team. The lead consultant for the project should be identified with credentials and experience provided at this time.

After the final selection has been made, the District will issue a letter of intent to award to the successful proposer.

The Molalla River School District reserves the right to reject any proposal for any reason.

TYPE OF CONTRACT & FEE PROPOSAL

Contract will be a lump sum "not to exceed" format. Consultant shall delineate with their fee all anticipated deliverables included in fee. Consultant should be expected to conduct as many site visits as necessary to complete the facility planning services. Consultant will delineate anticipated activities through a work plan format.

All proposers shall be required to include a lump sum fee to be included with their proposal.

If the fee proposal of the final candidate is not acceptable to the District, the District reserves the right

to negotiate with the selected candidate, and to consider the next best candidate in the event that the fee proposal is not acceptable and an agreed upon fee cannot be reached.

The District reserves the right to retain the services of the successful proposer for design services for associated and related projects at the District's discretion, or to select an architect via a separate competitive selection process.

SELECTION CRITERIA

The following criteria will be considered by the Molalla River School District selection committee:

Consultant Selection Criteria	Point Value
RFQ Completion. How complete and concise was the letter of interest and RFQ response? Was the RFQ well organized, with complete information responding to all of the submittal criteria?	10 points
Project Approach. RFQ documents a clear understanding of District's needs and clear direction toward completing scope of work.	15 points
Value. Overall cost of services in relation to work plan scope and depth.	10 points
Key Personnel. Experience of key personnel. Relevant planning background including school experience. Demonstrated skill in facilitating community and district involvement process.	10 points
Schedule. Ability to complete the planning tasks within the time frame needed. Submitted complete & understandable schedule.	10 points
Firm Experience. Relevant experience with school facility planning and design.	10 points
References. References verifying quality of work performed with school facility planning.	10 points
Interview. Performance and presentation at a face-to-face interview.	25 points
Total Points	100 points