



Request for Proposals and Interviews
For Architectural Design Services

December 3, 2018

Introduction

The selection committee for Board of Education of Manhattan-Ogden Public Schools, Unified School District 383, has reviewed the qualification statements submitted by all companies interested in architectural design services for the district’s recent bond approval. As a result of that review the board invites the following firms to submit proposals and interview with the board.

In accordance with the phase-two submission requirements detailed below, each of the following firms is expected to provide detailed company information as well as information on fee structure.

LEAD VENDOR	PROJECT
Anderson Knight Architects	D-Middle School Additions
BBN	A-Early Learning Centers
BG Consultants	A-Early Learning, B-New Elementary C-Current Elementary D-Middle School Additions E-High School, Support Services
Bruce McMillian	C-Current Elementary
Ebert Mayo Design Group	B-New Elementary, C-Current Elementary, D-Middle School Additions
Gould Evans	A-Early Learning, B-New Elementary E-High School, Support Services

Building Walkthrough

All firms mentioned above are invited to tour project related buildings. All invited firms should meet Eric Reid and/or Matt Davis at the Robinson Education Center, 2031 Poyntz Ave at their scheduled tour time. Refer to the following schedule:

December 4,2018	December 5,2018
8:30 am-BG Consultants	9:00 am-Bruce McMillian
10:15 am-BBN	10:30 am-Gould Evans
11:15 am- Ebert Mayo Design Group	
1:00 pm- Anderson Knight	

Evaluation Process

This request for proposals and subsequent interviews are phases two and three of a three-phase selection process. The selection committee, having evaluated the qualifications of all firms in accordance with the instruction of the request for qualifications, is inviting the firms listed above to submit their proposals for professional architectural design services.

Once all proposals are received, the board will interview as part of phase three each of the firms in an open session meeting, allowing competing firms to present their proposed team members, qualifications, project plan and to answer questions. The interview scoring will not account for more than 25% of the total possible score.

The selection committee will select the firm(s) providing the best value based on the proposal criteria and weighting factors utilized to emphasize important elements of each project. All proposal criteria and weighting factors will be identified by the board in the request for proposal instructions to selected firms. The board will proceed to negotiate with and attempt to enter into a contract with the firm(s) for each project. Should the board be unable to negotiate a satisfactory contract with the firm(s), negotiations with that firm(s) will be terminated, and the board will undertake negotiations with the next preferred firm(s).

If the board determines that it is not in the best interest to proceed with the project pursuant to the proposals offered, the board may reject all proposals. If all proposals are rejected, the board may solicit new proposals using different design criteria, budget constraints or qualifications.

The architectural design contract for a project will be prepared by the board and entered into between the board and the firm performing such services.

Project Timeline

Issue Request for Qualifications:	November 12, 2018
Request for Qualifications Due:	November 26, 2018 3:00 pm
Short List announced by District:	December 3, 2018
Issue Request for Proposals:	December 3, 2018
Site walkthrough Date:	December 4 and 5, 2018
Request for Proposals Due:	December 17, 2018
Interviews:	January 7-11, 2018
Board Contract Approval:	TBD

Phase Two Submission Requirements

The response to this request for proposals and interviews must include the following information, at a minimum, and be organized as set out in the following outline:

1. **Firm Information:** Provide the firm's legal name and address of principal office(s);
2. **Management Approach:** Describe your firm's management approach, including experience working with school districts; **weighting factor (5)**
3. **Relevant Experience:** Experience in successfully completing relevant PreK-12 education projects (refer to Scope of Work above); **weighting factor (5)**
4. **CMAR Experience:** Experience with projects that included construction management at-risk services, with emphasis on construction management at-risk services for Kansas Unified School Districts; **weighting factor (5)**
5. **Information on Sub-Consultants (Engineering Firms) that your firm will employ for project:** Provide relevant information including; Sub-consultant firm(s) history and profile, philosophy, specialization, experience and references; **weighting factor (5)**
6. **References:** References from design professionals and owners from completed projects; **weighting factor (5)**
7. **Firm's Approach to Designing towards Student Learning:** Describe your Firm's approach to working side-by-side with school officials to deliver spaces that provide the best opportunities for student learning; **weighting factor (5)**
8. **Vision for Project:** Provide your vision for this project and how will it align with district goals; **weighting factor (15)**
9. **Critical Issues:** Please describe what your firm perceives to be the critical preconstruction and construction phase issues for this bond program; **weighting factor (15)**
10. **Fee:** Include information on firm's basic fee structure/range. Please include the Firm's proposed fee range along with any hourly rate structure for additional services. This should be included in a **sealed envelope**, to be opened by the selection committee after interview process; **weighting factor (15)**
11. **Interview:** Team presentation of their proposed team members, qualifications, project plan and to answer questions; **weighting factor (25)**

Interviews (Phase Three)

Interviews with the board will take place in open session on January 8-10, 2019 at the Robinson Education Center, 2031 Poyntz Ave, Manhattan, KS. The district requests that all firms remain outside of the conference room during the interview process.

Each company will have **20 minutes** to present their proposed team members, qualifications, and project plan followed by **10 minutes** of questions and answers. The conference room has a projection system available for your use. The interviews will not be broadcast by the district. Please refer to the following schedule for your firm's designated time.

January 8,2019	January 9, 2019	January 10,2019
Project A	Project C	Project E
6:00 pm-BBN	6:00 pm-Bruce McMillian	6:00 pm-Gould Evans
6:30 pm-BG Consultants	6:30 pm-Ebert Mayo Design	6:30 pm-BG Consultants
7:00 pm-Gould Evans	7:00 pm-BG Consultants	
7:30-Break	7:30- Break	
Project B	Project D	
7:45pm- Gould Evans	7:45 pm-BG Consultants	
8:15 pm- BG Consultants	8:15 pm-Ebert Mayo Designs	
8:45 pm- Ebert Mayo Design	8:45 pm-Anderson Knights	

Instructions for Submitting a Response

Please deliver **one electronic copy and 15 paper copies** of your firm's response to:

Jaime Gregory
Manhattan-Ogden USD 383
Robinson Education Center
2031 Poyntz Ave
Manhattan, KS 66502

Submission Deadline: 3:00 pm December 17, 2018

Questions regarding this request may be directed to:

Jaime Gregory
jaimeg@usd383.org
Office- (785) 587-2000 ext. 1882

NOTE: Jaime Gregory is the single point contact for this RFP. Do not make any attempt to contact board officials/selection committee members during the Architectural Design Services selection process.

Thank you for your interest in this project.

Project Description

As mentioned in the RFQ, the projects included in the solicitation for architectural design services have an estimated total cost of \$129.5 million and are divided into the construction projects below.

Project	Location	Estimated Total Cost
A	Early Learning Centers Eugene Field/College Hill	\$15.7 million
B	New Elementary Blue Township	\$20.5 million
C	All Current Elementary School Projects	\$16.3 million
D	Middle Schools Additions	\$33.9 million
E	High School Additions/Support Services Projects	\$42.8 million

It is the intention of the Board that projects will be packaged in a way to maximize the opportunity for local firms to compete for projects, while maintaining a competitive process.

The information below pertaining to the projects is not all-inclusive. The complete information is referenced in the Manhattan-Ogden Master Plan and preliminary concept designs which can be found at:

<http://www.usd383.org/manhattan-ogden/district-office/district-information/2018-bond-information>

Project A-Early Learning Centers

College Hill Location

- Safety and Security concerns to include flex space with incorporated storm shelter
- Expand and renovate campus, adding approximately 18,000 square feet, with possible demolition
- Expand parking, age appropriate playground, site drainage improvements
- Consolidate early learning offices

Eugene Field Location

- Safety and Security concerns to include flex space with incorporated storm shelter and sprinkler systems throughout the building
- Expand and renovate campus, adding approximately 17,000 square feet
- Repair and/or upgrade masonry, exterior windows, mechanical system, water/sanitary waste systems
- Expand parking and site drainage improvements

Project B-New Construction Elementary

Blue Township

- Safety and security concerns to include secure entry, storm shelter, sprinkler systems
- Construction of a 475 student capacity building approximately 65,000 square feet
- Create separate bus and student drop off areas
- Site improvements for on-site parking
- Design phase to begin as soon as possible, with tentative construction completion date of 5/30/2021

Project C-Elementary School Projects

Amanda Arnold

- Expand Parking Area
- Site drainage improvements

Bergman Elementary

- Safety and Security to include secure entrances, adding approximately 1,200 square feet
- Construction of new flex room with incorporation of storm shelter, adding approximately 3,200 square feet
- Renovation of classroom space and communication systems
- Maintenance and repair of exterior and interior finish upgrades, to include plumbing fixtures
- Create secondary parking lot and site drainage improvements
- Install new domestic water and gas piping systems

Bluemont Elementary

- Reconfigure secured entry
- Construction of new gymnasium/flex room, adding approximately 4,100 square feet
- Create secondary parking lot and site drainage improvements
- Create dedicated bus lane and student drop-off area
- Potential relocation of playground equipment
- Window Replacement

Lee Elementary

- Create designated bus lane
- Expand parking lot and site drainage improvements
- Create designated primary grades playground and connect north and south yards with sidewalk
- Replace kitchen exhaust fans and distribution panel board

Marlatt Elementary

- Improve site drainage and exterior masonry
- Replace chair lift with elevator
- Replace classroom cabinetry and electrical distribution panel

- Expand onsite parking
- Renovate and remodel approximately 16,000 square feet of classroom and kitchen area

Northview Elementary

- Secure access doors at hallways
- Construction of flex space with incorporation of storm shelter, adding approximately 4,500 square feet
- Construction of new parking lot and site drainage improvements

Ogden Elementary

- Construction of new gymnasium/flex room, adding approximately 3,100 square feet
- Repair exterior masonry
- Replace kitchen exhaust hoods
- Expand on-street parking and site drainage improvements

Theodore Roosevelt

- Construction of new gymnasium/flex room with incorporation of storm shelter, adding approximately 3,500 square feet
- Expand parking lot and site drainage improvements
- Exterior masonry wall repairs
- Potential playground relocation
- Replace electrical panel

Woodrow Wilson

- Construction of gymnasium/flex room with incorporation of storm shelter, adding approximately 3,800 square feet
- Potential expansion of parking lot and site drainage improvements
- Renovate Kitchen
- Potential expansion of outdoor hard play area and relocation of playground equipment
- Maintenance and repair to select interior and exterior finishes
- Upgrade electrical systems

Project D-Additions to Middle Schools

Susan B. Anthony

- Create secure entrance with potential relocation of administration and media center
- Construction of new flex room with incorporation of storm shelter
- Expand campus by adding approximately 29,000 square feet
- Renovate approximately 4,000 square feet for classroom and student support spaces
- Site drainage improvements and masonry repairs
- Replace exterior light fixtures, exhaust fans, mechanical systems, restroom fixtures, gas piping and relocate kitchen grease trap
- Replace lockers with appropriate size lockers and replace locker room lockers
- Project will be coordinated with City of Manhattan and their current project teams

Dwight D. Eisenhower

- Create secure entrance with potential relocation of administration and media center
- Construction of new flex room with incorporation of storm shelter
- Expand campus by adding approximately 29,000 square feet
- Renovate approximately 4,000 square feet for classroom and student support spaces
- Site drainage improvements and masonry repairs
- Replace exterior light fixtures, exhaust fans, mechanical systems, restroom fixtures gas piping and relocate kitchen grease trap
- Replace lockers with appropriate size lockers and replace locker room lockers
- Project will be coordinated with City of Manhattan and their current project teams

Project E-High School Additions/Support Services Projects

Manhattan High School

- Expand campus by adding approximately 70,000+ square feet to include classrooms, gymnasium with incorporation of storm shelter and support spaces, to include potential demolition
- Renovate and remodel approximately 8,000 square feet of student space
- Expand onsite parking and site drainage improvements
- Relocation and construction of tennis courts and bleachers
- Upgrade practice field to synthetic turf

Transportation Center

- Secure entrance
- Construction of training room with incorporation of storm shelter
- Potential demolition of Central Kitchen/District Warehouse
- Expand bus parking area and site drainage improvements

Keith Noll Maintenance Center

- Secure entrance
- Asbestos and lead paint abatement
- Construction of storage facility
- Expand paved material storage area and site drainage improvements
- Partial re-roofing of building

Robinson Education Center

- Create secure entrance
- Asbestos and lead paint abatement
- Replace windows, wall siding, thru-wall AC units, roof drainage system
- Add parking lights and site drainage improvements
- Light renovation throughout building, approximately 15,000 square feet

901 Poyntz Repurpose

- Asbestos and lead paint abatement
- Interior and exterior building repairs and renovations
- Mechanical and electrical systems upgrades/replacements
- Relocate/expand District Food Services on site
- Construction of new District Warehouse, approximately 20,000 square feet
- Window and glass replacement