



A Growing District for Growing Minds
408 W. MARKET
SAVANNAH, MO 64485-1658

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REQUEST FOR QUALIFICATIONS (RFQ)
Facilities Audit and Master Planning Services

The Savannah R-III School District will accept separate sealed qualifications from qualified firms/providers interested in providing and facilitating a District Wide Facilities Audit and Master Plan.

The goal is to review/evaluate district facilities, determine needs in preparation to offer patrons an opportunity to improve current facilities no later than the April 2019 General Election. A tentative time line includes.

December 6, 2018 - Review of vendors begins

December 11, 2019 - Recommendation and selection by Board of Education

March 12, 2019 - Planning report presented to the Board of Education

SCOPE OF SERVICES

1. Savannah R-III School District is seeking to establish a relationship with a consulting/planning firm for the purpose of analyzing the state of current facilities, identifying repair and renovation, examining potential viable additions to existing facilities.
2. The purpose of the Facility Master Plan is to provide a valuable fact-based planning tool for future facility-related decision making that will be consistent with and supportive of the academic mission. It shall set a logical course for capital improvements and facility management initiatives over the next 5 years. The Facility Master Plan shall be a living document that supersedes any previous framework and will be re-examined and updated on a regular review cycle.
3. The District wishes to maintain existing facilities as well as make renovations to meet the needs of our student body. The selected firm will assist the District in project planning and developing a program documenting the scope and features of future renovations/additions/construction. Additionally, the selected firm will be asked to assist in the evaluation of existing facilities/sites, provide accurate cost estimates for renovation, repair and replacement as determined. The FIRM will provide support for potential bond election campaigns in terms of graphics/specifications for public consumption should the District decide to go to the voters for bond approval in the future.
4. Given the physical age of the current facilities, as well as the educational needs 2019 and beyond, a visionary plan for maintenance and renovation, including repair and replacement schedules is imperative for future planning.

Attention should be given in the following areas:

- Providing for student safety as well as the education of young people in a technology infused world where their eventual adult workplace will likely look very different from what they have known or could imagine.
- Determination of space needs for both academic and co-curricular activities.
- Evaluate condition of site foundations, structures, concrete and asphalt needs, electrical systems, sound systems, roofing, heating and air conditioning, boilers and flooring.
- Accounting for demographic shifts and population growth.
- Providing cost estimates for suggested Master Plan items.
- Optimizing resources from grants, foundations or other non-tax sources.

The District wishes to engage a firm that can guide the development of a long range facility planning process and prepare preliminary plans.

The final Master Plan will be presented to the Savannah Board of Education, Tuesday, March 12, 2019.

PROPOSAL EVALUATION CRITERIA

Each Qualifications will be reviewed and rated by the District. The areas assessed will include, but not be limited to:

1. Prior Facility Master Plan Development experience.
2. Organization, size and structure of FIRM.
3. Qualifications of staff to be assigned to the development of the Facilities Master Plan.
4. Overall supervision to be exercised by the FIRM's management.
5. The FIRM's understanding of the work.
6. Upon review of the proposals submitted, the School District may take on or more of the following actions.
 - a. It may elect to interview one or more firms whose proposals merit further attention.
 - b. Select one FIRM as its awardee and negotiate an appropriate contract with that FIRM.
 - c. Or reject all such proposals and take other actions deemed appropriate and advantageous.
7. The contract will be awarded to the FIRM whose proposal, conforming to the RFQ, is determined to be most advantageous to the District. The District reserves the right to act as sole and undisputed judge of what is most advantageous to the District.

GENERAL CONDITIONS

1. The Board of Education of the Savannah R-III School District (hereafter "District") will receive sealed Qualifications from qualified Firms of qualified architects/engineers for providing a Comprehensive Facility Audit and Master Plan.
2. The purpose of this Request for Qualifications (RFQ) is to establish the requirements for a Facility Master Plan, and to solicit Qualifications from each Firm (hereafter "FIRM") for providing such services. The RFQ requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the Qualifications. The FIRM is requested to respond to each specification.
3. The FIRM must submit a complete Qualifications covering all requirements identified in this RFQ package in order to be considered. All Qualifications will be carefully scrutinized to ensure that such requirements can be met. Qualifications submitted must be the original work product of the FIRM.
4. Qualifications will be received until **2:00 p.m. December 6, 2018** sealed and marked:

Delivered to:

Savannah R-III School District
Facility Master Plan
Central Office
408 W. Market Street
Savannah, Missouri 64485

In addition, the District is requesting an electronic response after 1:30 p.m. December, 2018 addressed Dr. Eric Kurre, Superintendent and Jessica Gillett, Administrative Assistant. Electronic mail addresses are:

ekurre@savannahr3.com
jgillett@savannahr3.com

5. The information presented in the RFQ is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding Companies for any expenses incurred in preparing Qualifications in response to this request.
6. The District reserves the right to reject any or all Qualifications and to waive informalities and minor irregularities in Qualifications received. The District, in its sole discretion, will determine whether an irregularity is minor.
7. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
8. The District may, at its option, conduct interviews after receipt of the Qualifications
9. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Qualifications.
10. The District reserves the right to negotiate final terms with any FIRM, regardless of whether such FIRM was interviewed or submitted a best and final Qualifications.

11. The FIRM shall not, under penalty of law and immediate disqualification of the Qualifications, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Qualifications or for any reason while a Qualifications is pending or during the evaluation process.
12. In the event of a conflict between the Qualifications and the RFQ, the District shall resolve any inconsistency in favor of the RFQ. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFQ and the Qualifications. The FIRM agrees to abide by the decisions of the District.
13. The District shall not be responsible for any pre-Agreement expenses of any FIRM, including the successful FIRM, incurred prior to the commencement of the Agreement.
14. Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000.00) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled in and participate in a federal work authorization program with respect to the employees working in connection with the contracted services to be provided, to the District (to the extent allowed by E-Verify). Accordingly, in connection with its qualifications, the FIRM shall affirm that it is enrolled in such a federal work authorization program and shall provide a sworn affidavit to that effect, which affidavit shall also state that the FIRM does not knowingly employ any person who is an unauthorized alien in connection with the services to be provided to the District. The FIRM shall also provide such documentation as is requested by the District to confirm the foregoing.
15. Errors and omissions insurance with a limit of not less than \$1,000,000 per occurrence/\$3,000,000 aggregate, with the aggregate applying per project. If such insurance is maintained on a per claims basis, the limit shall be \$1,000,000 per claim with a \$3,000,000 annual aggregate. Such insurance shall cover all services provided by the FIRM hereunder.

PROPOSAL FORMAT, CONTENTS AND SUBMITTAL SCHEDULE

It is the purpose of this RFQ to obtain as complete a set of data as possible from each FIRM. This will enable the District to determine which FIRM is best able to meet all of the criteria which are to be considered in the award of a contract for consultation services for a Ten (10) Year Facility Master Plan.

Each FIRM shall furnish as part of their Qualifications a complete general description of its experience in the field of master planning services.

The Qualifications shall follow the prescribed format:

QUALIFICATIONS FORMAT and CONTENTS

The FIRM's qualifications package shall contain the following items in the order listed below and utilize the forms provided in the Attachment Section of the RFQ. The FIRM is urged to be concise yet thorough in its presentations. Pertinent supplemental information should be referenced and included as attachments. All Qualifications must be organized and tabbed to comply with the following sections:

1. Letter of Transmittal

The Letter of Transmittal should include:

- a. an introduction to the FIRM;
- b. an expression of the FIRM's understanding of the work to be done and its ability and desire to meet the requirements of the RFQ;
- c. a commitment to perform the work within the specified time period;
- d. any other information not identified in the Qualifications itself should also be included.

The Letter of Transmittal must be signed by an officer of the FIRM with authority to bind the FIRM to an Agreement.

2. FIRM Identification Form (Attachment 1)

This cover sheet identifies the FIRM's name, mailing address, telephone, fax, and contact persons. The FIRM Identification Form must be signed by an officer of the FIRM.

3. References and Experience (Attachment 2)

Each FIRM must submit a minimum of five (5) references. A minimum of three (3) of the five (5) references must be presently using services similar to those requested in this RFQ. No reference may be an affiliate of the FIRM or the FIRM's officers, directors, shareholders or partners.

4. FIRM Résumé and Personnel Commitment (Attachment 3)

The FIRM shall complete the FIRM Résumé and Personnel Commitment Form, indicating the personnel it anticipates will provide services for the District. The FIRM shall provide résumés for the identified personnel.

Attachment 2: References and Experience

Each FIRM must submit a minimum of five (5) references. A minimum of three (3) of the five (5) references must be presently using services similar to those requested in this RFQ. No reference may be an affiliate of the FIRM or the FIRM's officers, directors, shareholders or partners.

List as primary references any current contracts for Architectural and Engineering services for the purpose of creating a Facility Master Plan; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.

FIRM Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

FIRM Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

FIRM Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

FIRM Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

FIRM Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

Attachment 3: FIRM Résumé and Personnel Commitment

Part A – Résumé

1. Name of FIRM: _____

2. Local Office Location: _____

3. Year FIRM was Established: _____

4. State whether the FIRM is local, national or international: _____

5. State whether the FIRM has a current permit to practice issued and by what regulatory agency: _____

6. Number of Personnel Employed by the FIRM at the Local Office Identified Above: _____