Warren County Schools

Plant and Operations

Request for Proposal Architectural Services (RFP)

Capital Projects 2014-15

(Irving College-Bobby Ray-High School)

September 3, 2014

Warren County School District
2548 Morrison Street
McMinnville, TN 37110
Phone: 931-668-4022

Project Information

Project Sites:

1. Irving College Elementary School
   115 Dry Creek Road
   McMinnville, TN 37110

2. Bobby Ray Memorial Elementary School
   504 North Chancery Street
   McMinnville, TN 37110

3. Warren County High School
   199 Pioneer Lane
   McMinnville, TN 37110

Owner:
Warren County Board of Education
Director of Schools: John R. (Bobby Cox), Ed.S.

Purpose:
The Warren County School District is soliciting a request for proposal from qualified architectural services to create plans and documents, develop bid specs, and bid the projects.

This solicitation is open to all qualified firms eligible to do business in the State of Tennessee.

Project Goal:

1. Irving College Elementary School;
   (a) Plan, design, bid, and construct an Additional Gymnasium.
   (b) Evaluate existing facility for code issues
   (c) Possible classrooms addition
   (d) Possible kitchen and cafeteria addition
   (e) Estimated Project Budget Cost $3,000,000.00

2. Bobby Ray Memorial Elementary School; Spc. Jeremy L. Brown Gymnasium
   (a) Plan, design and make renovations to the old gymnasium
   (b) Evaluate existing band wing attached to gymnasium for code issues.
   (c) Estimated Project Budget Cost: $800,000.00

3. Warren County High School Wellness Center;
   (a) Plan, design, and construct a Wellness Center on campus next to football practice field.
   (b) Estimated Project Budget Cost: $1,100,000.00

Background Information

Current Irving College Elementary School:
Pre K – 8th Grade
Enrollment as of September 1, 2014: (185 students)
Total Staff at Facility: 42

- Gymnasium built around 1929, Irving College High School (square footage 6,560).
- Cafeteria, Kitchen and classroom wing on right side of building built around 1952 (square footage 9,356), was still Irving College High School.
- Library, Admin area and classrooms middle of the building built around 1962 (square footage 9,842), was still Irving College High School.
- Classroom wing on the left side of the building built in 1996 (square footage 7,000), now Irving College Elementary School.
- Total square footage being use by the school is 32,758. There is a metal building behind the school next to the playground that is being use for storage (subject to be demolished) and small barn toward the back side end of the property.

(See Appendix A)

Current Bobby Ray Memorial Elementary School
Pre K – 5th Grade
Enrollment as of September 1, 2014: (578 students)
Total Staff at Facility: 80
Spc. Jeremy L. Brown Gymnsaium

- Built in 1952- Central High School Gymnasium (Central High School 1952-1969)
- 1970-1976 Warren County Junior High School (8th-9th Grade) 1977-1994 (7th -9th Grade)
- 1994 (Campus was closed down-No School)
- 1995-to Present, Bobby Ray Memorial Elementary School (K-5th Grade).
- Total Square Footage of Gym Wing: 30,830
- Seating Capacity in Gym: 2,000 (lower bleachers alone 1,000)

(See Appendix B)

Current Warren County High School:
9th – 12 Grade
Enrollment as of September 1, 2014: (1,908 students)
Total Staff at Facility: 195

- High School was built in 1994
- No additions have been made to school

(See Appendix C)

Project Requirements

Irving College Elementary School

a. New Gymnasium
b. Program spaces to add additional classrooms
c. Capable for expansion to add square footage to existing site.
d. Additional land septic system and future purposes.

Bobby Ray Memorial Elementary School Gymnasium:

1. Gymnasium Floor Replacement, area _____sf,
2. Gymnasium HVAC System Installation
3. Gymnasium Electrical and Lighting Replacement
4. Any additional safety and fire codes upgrade requirements.
5. Evaluation of Band Wing attachment.

Warren County High School Wellness Center

1. Weight Room
2. Indoor Practice Field with Turf (minimum 30 yards long)
3. ,
4. ,
5. ,

Form of Contract
The selected Project Architect(s) will be required to enter into a contract with the District for the performance of the services as outlined in this RFP and as further agreed to by the parties. The District will use the standard AIA form of agreement between owner and architect as modified by the District.

Scope of Services
Services:
The proposed scope of services will fully address:
1. **PRELIMINARY DESIGN SERVICES:**
a. Space Program, Conceptual Design, and Preliminary Phasing Plan
2. **DESIGN AND CONSTRUCTION SERVICES:**
a. Schematic Design, Design Development, Contract Documents, Contract Administration, and Close-out.

PRELIMINARY DESIGN SERVICES:
Meet with District representatives to define needs, space program, site function, site utilization, and assemble the information into an architectural program. Develop a Conceptual Design for Site and Buildings. Develop and present a Preliminary Phasing Plan. Present a project budget for all project costs to include design, construction, permits, testing, commissioning, etc.

DESIGN AND CONSTRUCTION SERVICES:
Provide complete Architectural Services for design, contract administration, and project close-out.

RFP Submission Process
Submittal Requirements:
Proposals must be delivered, in a sealed envelope or box with the words:
Warren County School District Capital Projects 2014-15
Irving College Elementary Addition, Bobby Ray Memorial Elementary Gymnasium Renovation, and Warren County High School Wellness Center.

clearly marked on the outside thereof, to:
Warren County Financial Management Committee
C/O Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

Proposals are due to the District before 2:00 p.m. CST, September 18, 2014

Submittal Details:
Interested consultants must submit twelve (12) copies of a written proposal and also an electronic pdf version. Proposals must be delivered in printed format with the exclusion of the one required pdf version. The pdf version must be submitted on a flash drive along with the written copies of the proposal. No faxed proposal will be accepted.

All proposals submitted must be:

1. Bulleted items or outline format are required; essay format is not acceptable
2. Presented in 8 ½ x 11 inch format
3. Arial font, minimum 11 point font
4. The original proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature
5. Do not include marketing materials
6. Add any specific additional information about the consultant that will benefit the School District in the selection process.

Failure to provide the required mandatory information may result in a architect not being considered. Submitted proposals will not be returned.

Order of Submittal Documents: Portfolio
To simplify the review process and obtain the maximum comparability, the proposal must include the following information, at a minimum, and be organized in the following manner.

1. Letter of Transmittal:
   Provide a one page letter of transmittal briefly stating the architect's interest in this project, outlining the consultant's understanding of the work, and the name, address, telephone, cell and fax numbers, and email address of the project manager, signed by the project manager.

2. Introduction Statement:
   Provide a one page introduction statement that explains the architect expertise, previous experience, and unique qualifications for this project.

3. Profile of Architectural Firm:
   Provide general information about the consultant and its area of expertise in regards to this RFP, including the qualifications of the project manager and other key personnel to be assigned to the project.

4. Background and Organization:
   Identify name, address, history and organization of the consultant, including an overview of the services the consultant provides in-house and the number of years the consultant has provided the requested services.

5. Other Relevant Information:
   Describe any other relevant professional services offered by the consultant and how these services may be able to benefit the District.

6. Teamwork:
   Describe the process recommended to create a team relationship among those involved with the project, including the District, the County, the public, and other potential partners.

7. Experience:
   Describe recent professional experience with detailed but brief descriptions of representative projects, including project budgets, team members, community engagement process, and other applicable information, including work with public sector clients, and a minimum of three (3) most recent aquatic projects similar to this.

8. Team Members:
   Identify key team members that will be assigned to the project, including their office location, specific roles and responsibilities, time commitment to the project, and individual professional expertise/credentials, especially relating to experience with similar studies.

9. List project manager for the team
   a. List team personnel who will actually be assigned to perform the work on this project, and a breakdown and description of tasks assigned per project team member.
   b. For consultants located outside the region, address how the consultant will remain responsive to short notice requests and meetings Identify similar projects that team members have worked on together
   c. Names and addresses of any outside consultant(s) or associate(s) proposed to be involved with this project
   d. Include each proposed sub-consultant(s) experience and qualifications as described above for firm's personnel
   e. For sub-consultants located outside the region, address how they will remain responsive to short notice requests and meetings
   f. Identify similar projects that team members have worked on together with the sub-consultants
   g. Provide at least five (5) references of clients for whom the consultant has completed similar projects within the past five years, with full name, title, address, email, phone, and fax numbers.

Budget:
Proposal shall include a project budget based on the design guidelines and building parameters indicated above.

Detailed breakdown shall include budget amounts for Irving College Elementary School Addition, Bobby Ray Memorial Elementary School Gymnasium Renovation and the Warren County High School Wellness Center.

The detailed breakdown shall sum up to a Budget amount for only the development of the buildings and facilities directly necessary on this site.

Fees and Compensation:
Provide a proposed cost plus expenses budget for completion of the proposed scope of services with cost breakdowns by scope element. Clearly define reimbursable costs such as travel, printing, etc. Provide hourly and overhead rates for personnel, including for additional services. Include proposed fee payment schedule. Quotation of fees and compensation shall remain firm for a period of at least 90 days from the submission deadline.

PROPOSAL COST SCHEDULE (AIA/OWNER AGREEMENT):

□ PROPOSED BUDGET: _____

□ PRELIMINARY DESIGN SERVICES: _____

□ DESIGN AND CONSTRUCTION SERVICES: _____

Restrictions on Lobbying and Contacts:
From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process, or the award of the contract with any member of the District, Board of Directors, selection members, or any member of the interview committee.

EVALUATION OF SUBMITTALS

Criteria:
The objective is to select the architect most qualified to provide the services outlined in this request. Evaluations will be based on the criteria listed below.

Responsiveness, Quality, and Completeness of Proposal

1. Everything is included that was required by the RFP
2. The proposal fits with the District Strategic Plan and Priorities
3. The quality of written material and presentation
4. Relevant experience, answers to questions, and overall organization Experience/Qualifications/Creativity
5. Experience working with school districts
6. Ability to successfully complete the scope of services on time and within budget
7. Ability to successfully work with District staff
8. References

Capabilities:
The selected firm will have proven capability to deliver strong and innovative solutions that respond to key issues (demonstrate capabilities in proposals)

a. Site evaluation capabilities and experience including any required transportation and traffic impact expertise
b. Knowledge of similar facilities' partnerships, costs, and performance characteristics
c. Qualifications of Key Individuals
d. Project manager's expertise, experience, and unique qualifications
e. Other personnel committed to this project and their unique qualifications
f. Responsiveness to Scope of Services
g. Consultant understanding of what it will take to successfully achieve the goals and objectives of the requested services
h. Consultant's ability to communicate ideas, reports, and vision(s) in a clear and concise format
i. Success of the project will rely on input from the community and from potential partners and the process used to incorporate feedback
j. Proposed Fees and Compensation
k. Reasonability of scope of services to fees proposed

Time Frame

September 3-5 (2014): Create a RFP for architects

September 5 (2014): Send to Charlie Johnson; Warren County Financial Management for publishing on September 7, 10 (2014)

September 18 (2014): Request that RFP and portfolios be turned in no later than September 18, 2014.

September 19-25 (2014): Study of portfolios and narrow down to 3-5

September 25 (2014): Give to board members for study.

October 7, 9 (2014): Architect presentation

October 23 (2014): School Board makes recommendation of architect.

October 30 (2014): Take the School Board's recommendation to Financial Management

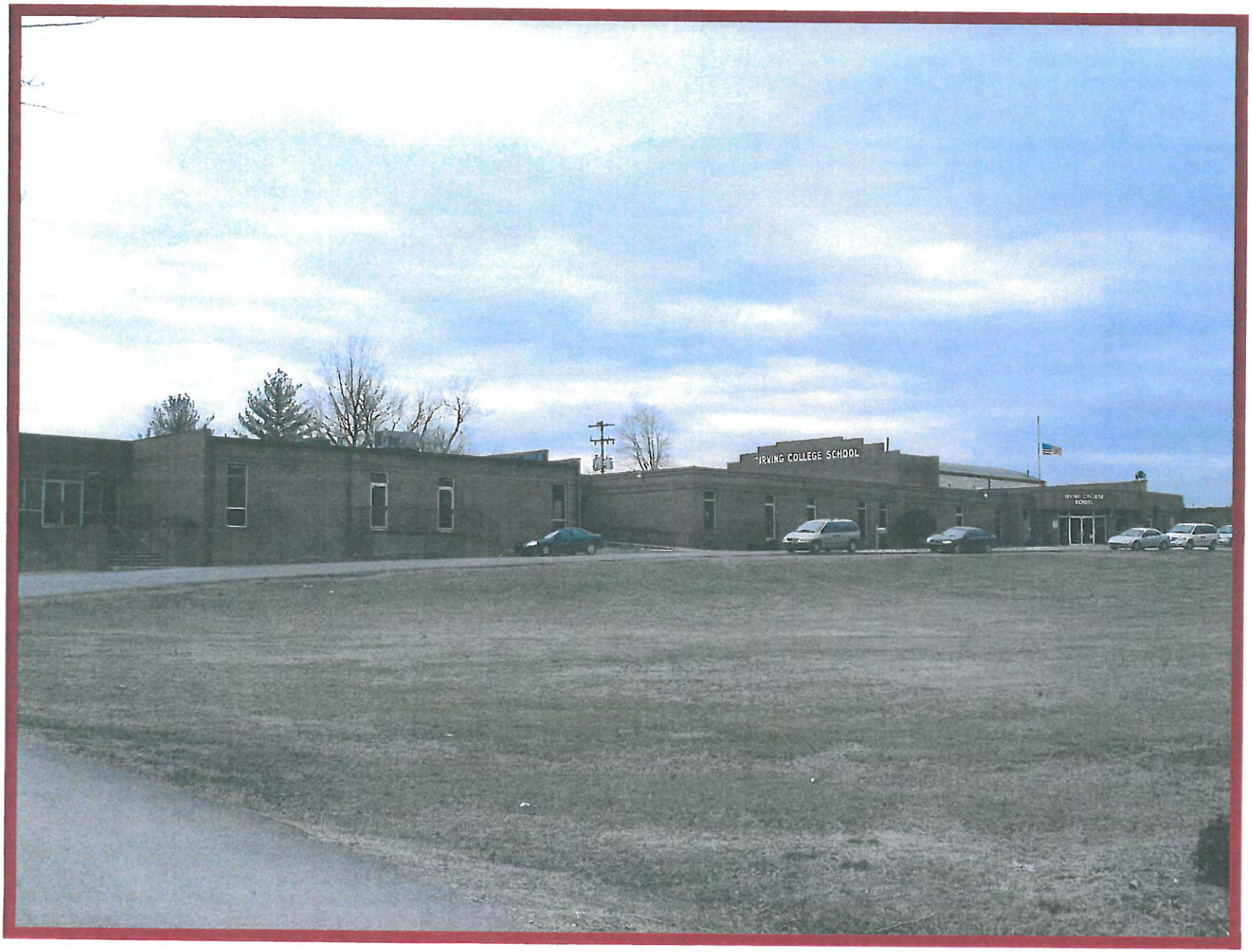
November (2014): Meetings (to be scheduled) with architects to create plans and develop bid specs.

December (2014): Create bid documents for buildings

January (2015): Tennessee State Fire Marshal Reviews and Approvals

February (2015) Award bids and develop timelines

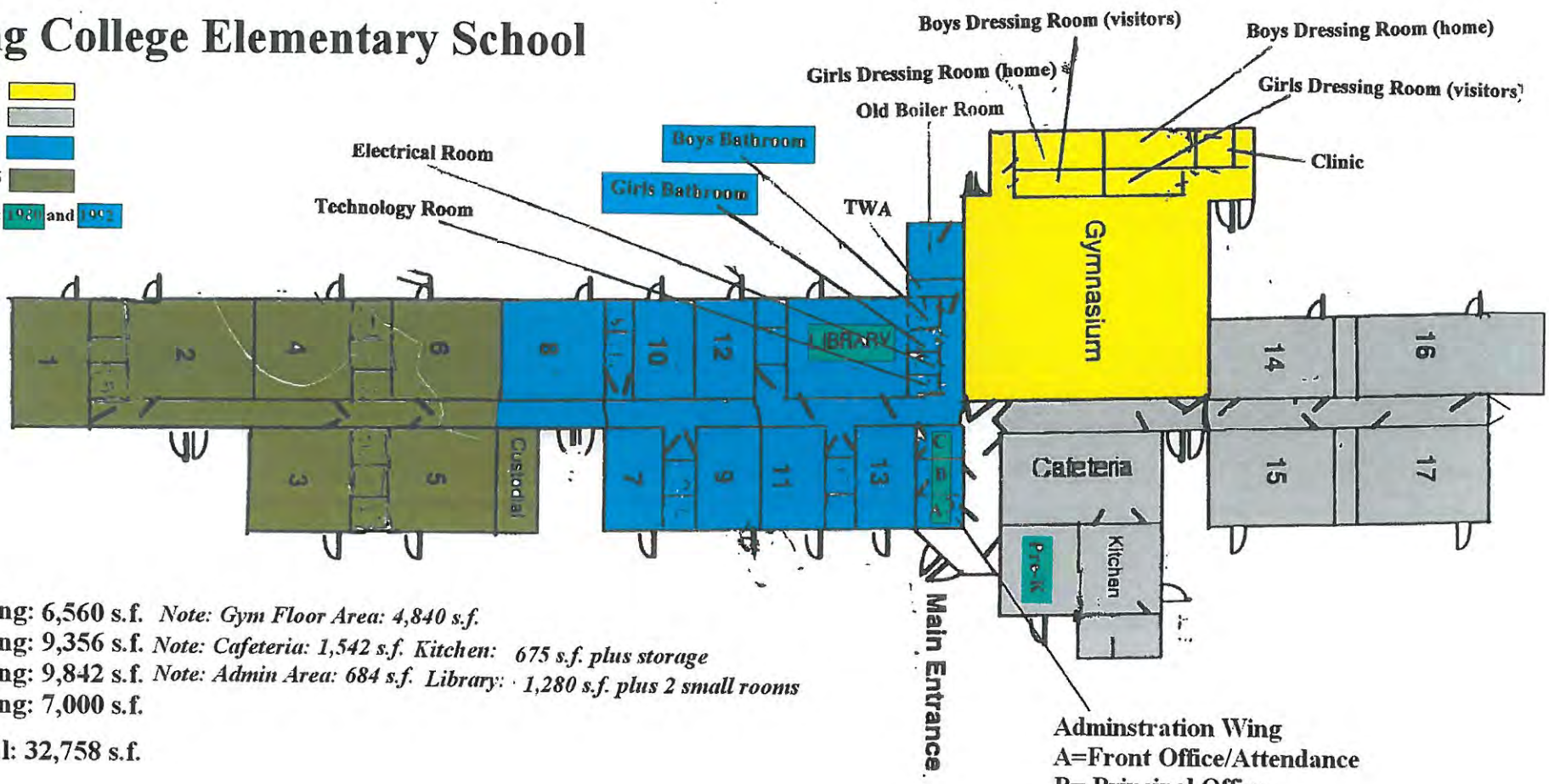
Appendix A
Irving College Elementary School



Irving College Elementary School
Pre K thru 8th Grade

Irving College Elementary School

Built in 1929
Built in 1952
Built in 1962
Built in 1996
Renovations: [illegible] and [illegible]



1929 Wing: 6,560 s.f. *Note: Gym Floor Area: 4,840 s.f.*
1952 Wing: 9,356 s.f. *Note: Cafeteria: 1,542 s.f. Kitchen: 675 s.f. plus storage*
1962 Wing: 9,842 s.f. *Note: Admin Area: 684 s.f. Library: 1,280 s.f. plus 2 small rooms*
1996 Wing: 7,000 s.f.

Total: 32,758 s.f.

Adminstration Wing
A=Front Office/Attendance
B= Principal Office
C= Bookkeeper

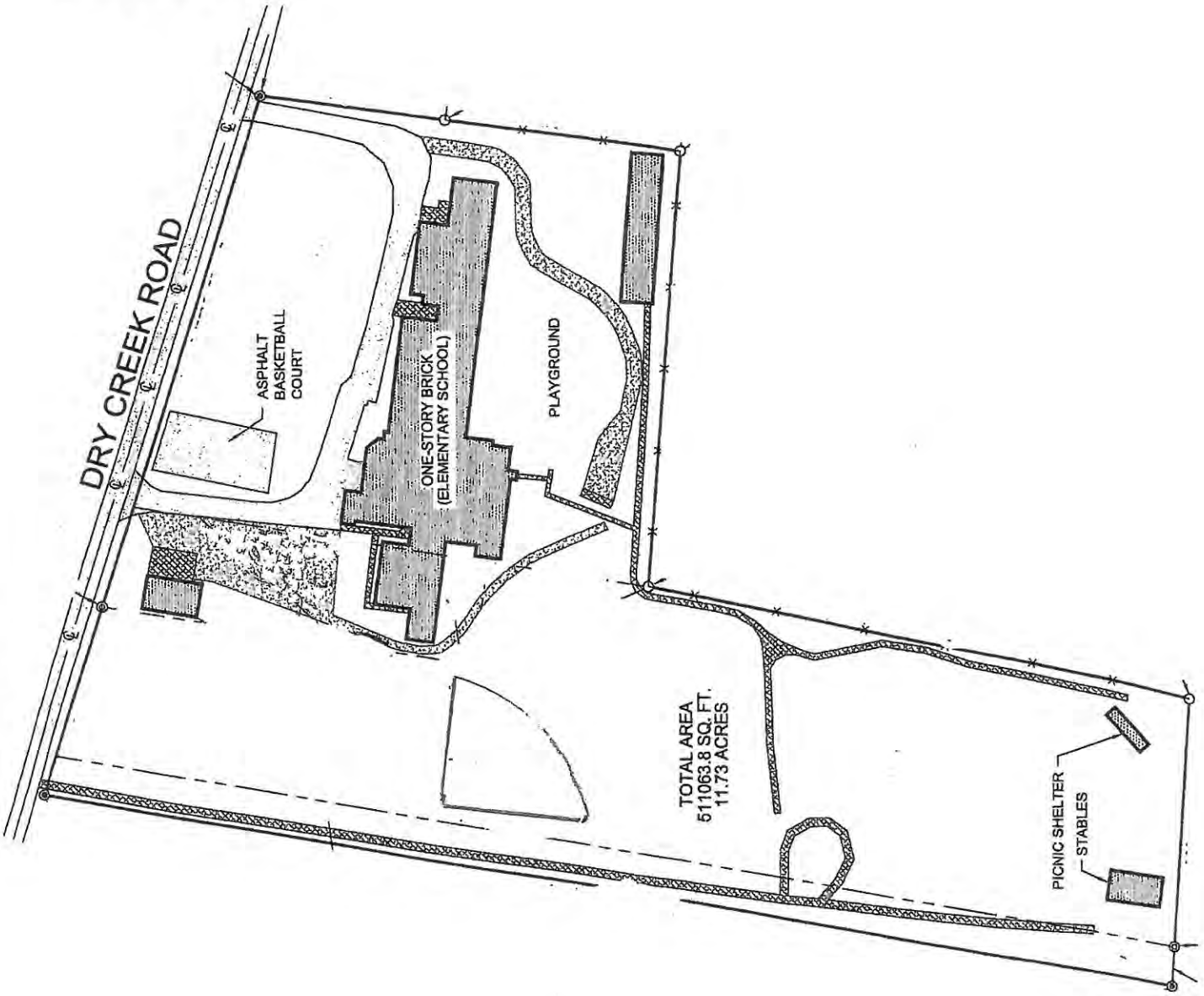
Gym Seating Capacity: 262
Total Gymnasim Capacity: 636
Dining Area Seating Capacity: 128

<u>Bathrooms throughout Building</u>
Classrooms: (1-2) (3-5) (4-6) (7-9) (8-10) (11-13)
(Pre-K) (Clinic) (Kitchen)
Boys Dressing Room/Girls Dressing Room
Bookkeeper Office
Main Boys: 2 urinals/2 commodes/ 2 sinks
Main Girls: 3 commodes/ 2 sinks

Irving College Elementary School

Site Plan

Total Acres: 11.73



Appendix B
Bobby Ray Memorial Elementary School Gymnasium

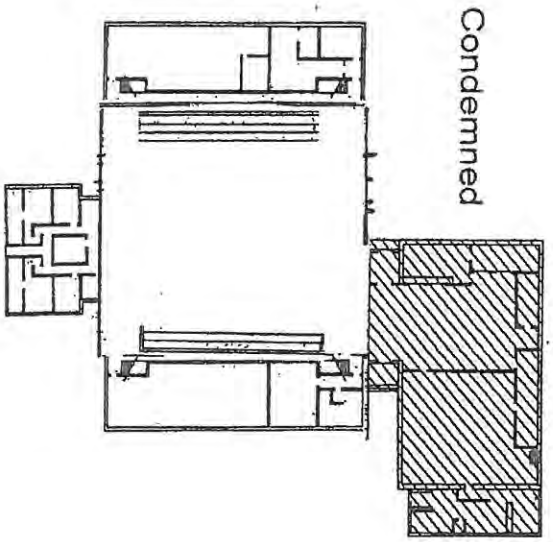
Bobby Ray Memorial Elementary School
Spc. Jeremy L. Brown Gymnasium

Right Side of Building	Front Side: band wing attached to front
Back side: coaches room attached	**Left side**

Bobby Ray Memorial Elementary School
Gymnasium Wing

Main Floor

Bobby Ray Memorial Elementary School
Gymnasium



Gymnasium First Floor Area

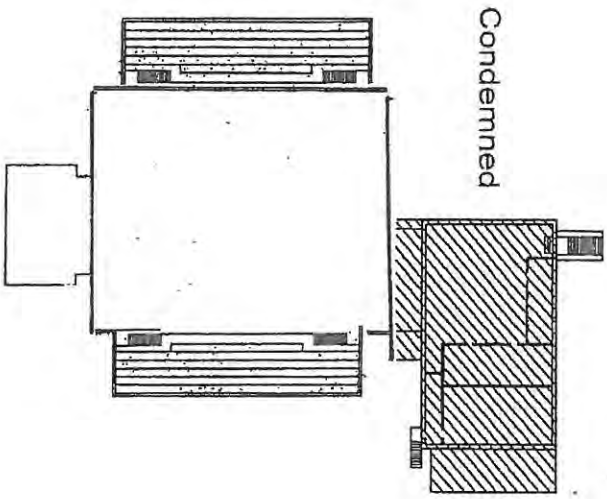
Main Floor: 16,480 s.f.
(includes bathrooms/dressing rooms/coaches area/gym floor)

Band Wing
1st Floor: 5,670 s.f.
(includes concession/playroom/maintenance)

Total 1st Floor: 22,150 s.f.
Total Gym Area
16,480 s.f.

Second Floor

Bobby Ray Memorial Elementary School
Gymnasium



Gymnasium Second Floor Area

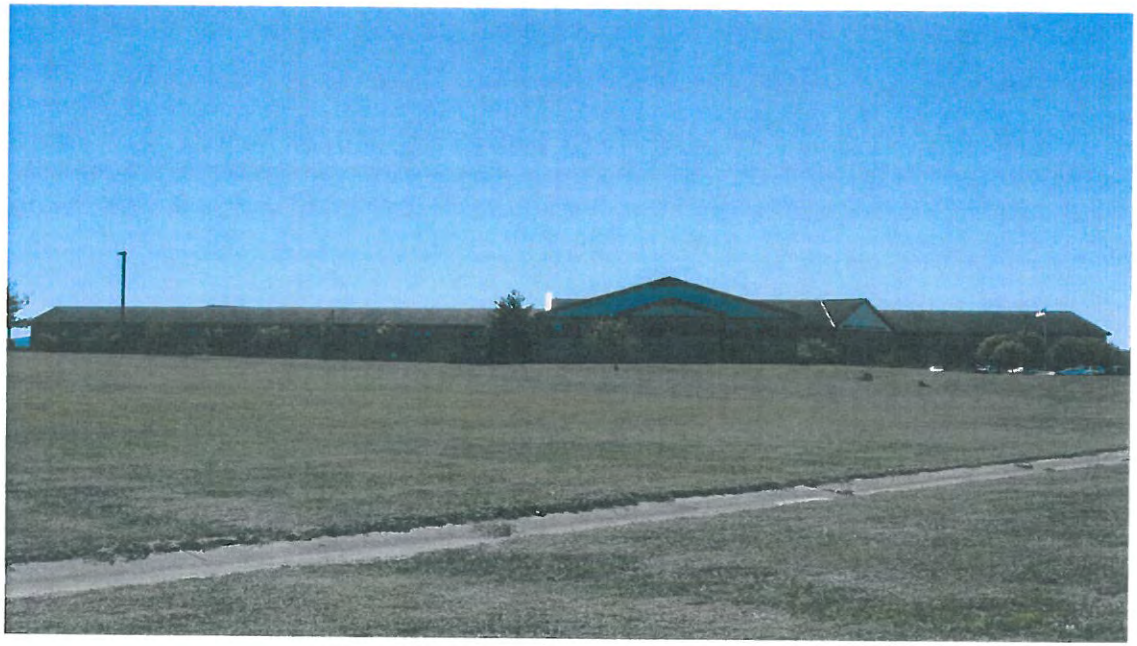
Main Floor Balconies 4,000 s.f.
(includes both sides seating area)

Band Wing: 4,680 s.f.

Total 2nd Floor: 8,680 s.f.
Total Band Wing
10,350 s.f.

Total Square Footage
30,830 s.f.

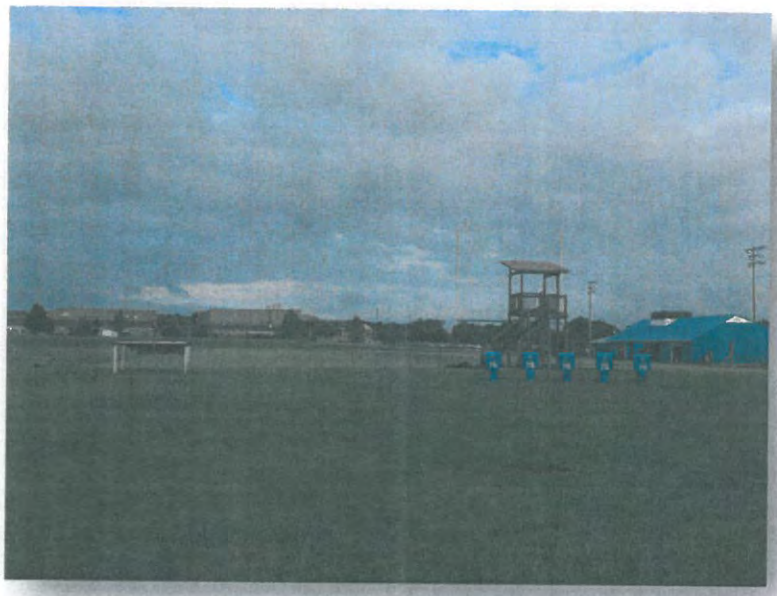
Appendix C
Warren County High School Wellness Center



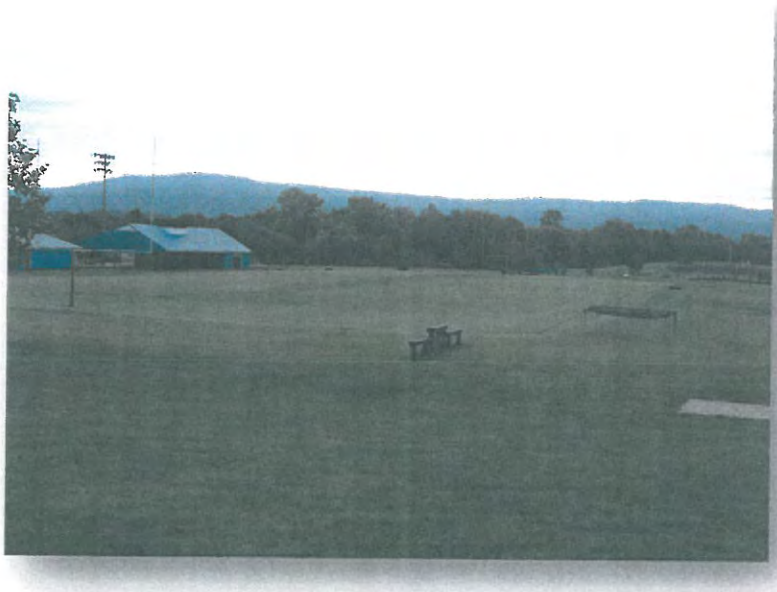
WARREN COUNTY SENIOR HIGH SCHOOL

Warren County High School
Football Practice Field Area
Future Area for Wellness Center

Back view of area



Front view of area



PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

RFP's must be received by September 18, 2014, at 2:00 P.M. Central Time to be considered. Please return sealed RFP's to:

Warren County Financial Management Committee
C/0 Warren County Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

Pursuant to T.C.A. 50-9-114, Warren County, Tennessee has adopted a Drug & Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382. BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.