



BLISSFIELD COMMUNITY SCHOOLS

FACILITIES DEPARTMENT

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Scott D. Moellenberndt, Superintendent

Tom Kasefang, Facilities Director

Request for Qualifications and Proposals

Our Mission Statement

Blissfield Community Schools will provide a learning environment that will challenge students to become life-long learners and productive citizens

Overview

Blissfield Community School District (hereinafter referred to as Blissfield Schools) is inviting qualified architectural firms to submit qualifications and present proposals that could lead to a formal business relationship with our Board of Education. At a minimum, we would ask for your credentials and a general assessment of our current building conditions with consideration of existing District information (past building condition studies, survey data, community input, etc.). You may choose to present possible recommendations for capital improvements and any processes we could follow.

You may obtain general information about Blissfield Community School District at: www.blissfieldschools.us . More specific information regarding this request: <http://www.blissfieldschools.us/district/buildingsandgrounds/facilitiesformsandinformati>
[on/](http://www.blissfieldschools.us/district/buildingsandgrounds/facilitiesformsandinformati) .

The architectural firm chosen will be asked to assist with capital improvement needs that may include a request of our community to support a new bond initiative.

Scope of Services

Please include a comprehensive fee schedule for your services considering at least the list below. Please also clearly indicate the scope and extent of any services you will provide that are not attached to a fee schedule. In other words, what specifically would you do in assisting Blissfield Schools to best determine and implement comprehensive capital project plans that may not involve fees? What short and long-term process would you recommend and at what point(s) would charges be assessed to Blissfield Schools? What other services would you assist Blissfield Schools with and at what cost, if any, as it may be necessary to conduct public information/bond campaigns, planning for secondary projects, consideration of a District master plan, etc. Below include only some of the projects or needs for recommendations as to how Blissfield Schools may address capital improvements. You may address any or all items listed below in response to this request and with as much detail as you desire. You may also identify and add additional items to the list.

- HVAC, mechanical in all buildings
- Roof replacement for high school building (pitched verses flat)
- Envelope improvements to all buildings (exterior wall, windows, doors, roof insulation)
- Elementary playground renovations
- District master planning
- Public awareness/education meetings
- Prioritize improvements based on stakeholder input (community, board, staff, other)
- Bond campaign process and implementation timelines
- Provide current costs for each improvement project including projected payback time as applicable.
- Provide a long-term plan and timeline to address any other District deficiencies.
- Identify additional conditions that need to be addressed by this project.

Timelines

- Initial walk through Date - **February 20, 2009** 10:00am in the High School library. note: there are no students in the buildings this day. Firms are encouraged to take this opportunity to gather data and address all other questions following a short scheduled meeting agenda.
- RFQ/RFP due (submitted in electronic format): **March 20, 2009**
- Three (3) Firms selected to present to Board or Board Committee: **April 2009**
- Firm recommended to School Board: **May 2009**
- Architect Firm retained subject to acceptable contract agreement between the Firm and the Blissfield Board of Education or its representative.

Submittal Requirements

Please provide specific qualifying information to include the items outlined below within the specific format described.

1. Letter of interest
 - Include firm name, address, telephone number, fax, e-mail address.
2. Firm Organization
 - Brief history of the firm
 - List of services
 - Number of employees by discipline
 - Liability insurance coverage
 - Has the firm been involved in any litigation during the last 5 years? If so, explain.

3. Project Team

- Clearly explain the firms approach to the project
- Provide an organizational team chart
- Provide brief resumes of key team members
- Describe their rolls and responsibilities
- Provide roles and responsibilities of outside consultants

4. Related Experience

- Provide examples of similar projects, completed or in progress, including scope, unique challenges, and solutions
- Provide references for each project

5. Project Approach

- Describe your approach to this project including communication methods and interactive techniques with Owner and other team members.
- Describe your process for achieving quality, scheduling and budget control.
- Provide a preliminary schedule for this project indicating major activities and milestones.
- Describe why your firm is uniquely qualified for this project.

Selection Procedure

. The following criteria will be addressed in the evaluation of responses to this Request for Qualifications and Proposals:

- Responsiveness to the RFQ/RFP, breadth and depth of response.
- Scope of services with related fees, if any
- Reputation of the company, its subcontractors and key personnel.
- Satisfaction of prior and current clients (references).
- Proven experience related to project responsibilities
- Your ideas on options for any current identified Blissfield Schools capital needs and the level of detail used to accompany those options offered.

Blissfield Community School District reserves the right to waive any irregularities regarding this selection process to the benefit of the school district.

Question regarding this RFQ/RFP should be directed to Tom Kasefang, Facilities Director at tkasefan@blissfield.k12.mi.us or 517-605-0493.