

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTS**

**CONSTRUCTION OF A NEW
ELEMENTARY SCHOOL
IN ST. BERNARD PARISH**

REQUEST FOR QUALIFICATIONS – ARCHITECTS

ST. BERNARD PARISH SCHOOL BOARD

The St. Bernard Parish School Board is requesting an RFQ from Architects for the construction of a New Elementary School in St. Bernard Parish.

This structure will require an Architect with a background in both site planning and educational design.

RFQ packets can be obtained at the Office of the St. Bernard Parish School Board, 200 E. St. Bernard Highway, Chalmette, La. 70043, Albert J. Carey, Jr., (504) 301-2000 on July 30, 2010 and must be received at the Office of the St. Bernard Parish School Board on or before 2:00PM, August 20, 2010.

AD to Run July 30, August 6, August 13, 2010

St. Bernard Voice and Times Picayune

SCOPE OF SERVICES

The St. Bernard Parish School Board will build a new Elementary School for grades pre-K to 5th. The area is to be approximately 90,000 sq. ft. and will include a cafeteria and gymnasium connected to the school.

Design should also pay attention to the site for adequate parking, bus loading and landscaped green spaces.

The selected Architectural Firm will:

- 1) Work with the St. Bernard Parish School Board to formulate a suitable program.
- 2) Work out a successful design.
- 3) Prepare contract documents.
- 4) Receive bids and make a recommendation to the St. Bernard Parish School Board.
- 5) Perform contract administration during construction.
- 6) Attend weekly progress meetings during construction with contractor and owner.
- 7) Assist with close out.

The St. Bernard Parish School Board's fee for Architects will be negotiated using the standard Louisiana State fee curve.

RFQ RANKING CRITERIA

All responses to the Statement of Qualification will be evaluated according to the following criteria and corresponding point system. The proposal will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure that the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

Respondents will be evaluated on the basis of written materials submitted in the qualification statements and according to the following criteria. TOTAL MAXIMUM POINTS 100.

	WEIGHT
1. Prior successful educational facility planning and design experience	40 points
2. Staff experience and team qualifications	20 points
3. Past performance with the St. Bernard Parish School Board	5 points
4. Appropriateness of proposed timeline	35 points
TOTAL	100 points

All respondents will complete as part of its submittal the enclosed Firm Questionnaire. Failure to do so will disqualify that firm from consideration.

Schedule of Events

<u>Event</u>	<u>Date and Time</u>
RFQ available for Issue	July 30, 2010
Deadline for submitting questions	August 6, 2010
Deadline for response to questions	August 13, 2010
Deadline for submitting Qualification Statements	2PM, August 20, 2010
Notice of Intent of Award	August 24, 2010
Contract Documents for Bidding	February 18, 2011
Contract Award	March 22, 2011
Start of Construction	April 4, 2011
Building Completion	June 30, 2012

The St. Bernard Parish School Board reserves the right to deviate from these dates.

REQUEST FOR QUALIFICATIONS ST. BERNARD PARISH SCHOOL BOARD

1. PROJECT IDENTIFICATION: Name: _____

2. PROJECT LOCATION: _____

3. APPLICANT NAME: _____
JOINT VENTURE: Yes No (List partners in question 14.)

4. PRINCIPAL ADDRESS: _____

5. LOCAL ADDRESS: _____ Miles from site: _____
(If different from the Principal Address. The office at this location must be adequately staffed and equipped to administer this project.)

6. TELECOM.: Voice: _____ FAX: _____ E-mail: _____

7. ARCHITECT TO CONTACT: _____ Architects License No.: _____

8. List by discipline the total number of personnel in the firm. Do not include consultants or associated architects. On page 2 list the names and disciplines of the employees who are summarized below.

Architect: _____	Landscape Architect: _____	Field Administrator: _____
Civil Engineer: _____	Interior Designer: _____	Drafter: _____
Mechanical Engineer: _____	Professional Intern: _____	Administration: _____
Electrical Engineer: _____	Specification Writer: _____	Other: _____
Total Professional Personnel: _____ (Architects, Engineers & Landscape Architects)		TOTAL Personnel: _____

SEE CONTINUATION OF THIS ITEM ON PAGE 2

9. Applicant's current workload. Show the applicant's workload by stating the number of projects in design and the number of projects in construction and the total dollar value of all projects in design and the total dollar value of all projects in construction. For work that is not conventional design and construction such as programming, master planning, etc., describe on pages 7 and/or 8 and check this box:

A. Number and Value of Projects by Phase:

B. Number and Value of Projects by Size:

	Number:	Total Dollar Value:
Design:	_____	_____
Construction:	_____	_____

	Number:	Total Dollar Value:
Over \$500,000:	_____	_____
Under \$500,000:	_____	_____

10. Work by applicant which best illustrates current qualifications relevant to this project. List no more than five. List here only work for which the applicant was the architect of record.

Project Name or Description	Completion Date	Project Cost	Project Location	Applicant's Responsibilities
A) _____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____

11. State projects for which Applicant has been selected in the past 4 years listed in question 16: _____ Number: _____

Total construction cost of projects: _____

12. Has the applicant, or any of its partners, shareholders or employees, been involved in litigation or held to be at fault on any project(s) for time delays, cost overruns and/or design inadequacies?

No Yes If "yes" explain on pages 7 and/or 8

Continuation of Item 8.		PRIMARY FUNCTION											
NAMES OF PERSONNEL Show all personnel, including Joint Venture personnel and Principals but not Consultants or associated architects. Show each person only once. Part time personnel shall be represented as full time equivalents. See instructions.	To be assigned to project	Architect	Civil Engineer	Mechanical Engineer	Electrical Engineer	Landscape Architect	Interior Designer	Professional Intern	Specification Writer	Field Administrator	Drafter	Administration	Other
		1											
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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26													
27													
28													
29													
30													
31													
32													
Other personnel *													
TOTALS													

Record these totals in item 8, on sheet 1.

*Applicants with more than 32 persons may summarize additional personnel as numbers of persons in each discipline.

13. Give a brief resume of each key professional/employee of the firm who will be available for this project.

Check here if pages 7 and/or 8 have been used to list additional personnel.

Name: _____ Discipline: _____

License No.: _____ Year first licensed: _____ Number of years with firm: _____

Degrees & certificates earned: _____

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

Name: _____ Discipline: _____

License No.: _____ Year first licensed: _____ Number of years with firm: _____

Degrees & certificates earned: _____

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

Name: _____ Discipline: _____

License No.: _____ Year first licensed: _____ Number of years with firm: _____

Degrees & certificates earned: _____

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

13. Continuation of question 13.

Name: _____ Discipline: _____

License No.: _____ Year first licensed: _____ Number of years with firm: _____

Degrees & certificates earned: _____

Other experience relevant to this project including, but not limited to, formal or special training and seminars attended.

14. If the Applicant is a joint venture, list the joint venture partners here. Note: See question B. 3 of the Instructions.

15. List consultants who will be retained for this project. All consultants must be listed. Firms that are "associated" or have other professional relationships, other than joint venture, with the applicant for this project may be listed here and only here.

Check here if pages 7 and/or 8 have been used to list additional consultants.

MECHANICAL Engineering Firm Name: _____

Address: _____

ELECTRICAL Engineering Firm Name: _____

Address: _____

CIVIL Engineering Firm Name: _____

Address: _____

STRUCTURAL Engineering Firm Name: _____

Address: _____

OTHER Consultant Firm Name: _____ Discipline: _____

Address: _____

OTHER Consultant Firm Name: _____ Discipline: _____

Address: _____

OTHER Consultant Firm Name: _____ Discipline: _____

Address: _____

16. NOT USED

17. List the five largest architectural and/or engineering contracts, other than state projects listed under item 16, which are currently held by applicant or any its partners, shareholders or employees.

Project Name or Description	Contract Date	Project Cost	Current Phase	Estimated Phase Completion Date
A) _____	_____	_____	_____	_____
B) _____	_____	_____	_____	_____
C) _____	_____	_____	_____	_____
D) _____	_____	_____	_____	_____
E) _____	_____	_____	_____	_____

18. List experience and information which best illustrates the applicant's qualifications for this work. Applicants may provide photographs of projects by the applicant which demonstrate their qualifications. Any photographs and/or graphic information may be reproduced only on this page and page 6, and any unused space on pages 7 & 8. Examples of work for which the applicant was not the architect of record may be listed. However, any such examples shall be clearly identified, properly credited and the applicant's specific responsibilities clearly stated.

18. Continuation of item 18.

FOR EXTENSIONS TO QUESTIONS 13, 14, 15, 16, 17 & 18

NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER.

FOR EXTENSIONS TO QUESTIONS 13, 14, 15, 16, 17 & 18

NUMBER EACH ITEM BELOW TO CORRESPOND TO THE PROPER APPLICATION NUMBER.

19. I certify that I am duly authorized to contract under the laws of the of the State of Louisiana to provide architectural or engineering services and to represent the applicant for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge and I have read and understand the instruction sheet of LASB-1, 2007 Edition.

SIGNATURE: _____ DATE: _____

TYPED NAME AND TITLE: _____

LOUISIANA ARCHITECTS OR ENGINEERS LICENSE NUMBER OR REGISTRATION NUMBER OF
THE ARCHITECTURAL/ENGINEERING CORPORATION OF THE APPLICANT: _____

PLACE PROFESSIONAL
STAMP OR SEAL ABOVE

REQUEST FOR QUALIFICATIONS

The undersigned agrees to perform the architectural services necessary to complete the contract documents in the prescribed time.

Name of Architect and Firm

Date

