

**Request for Qualifications  
Professional Architectural and Engineering Services  
Lynn Oaks School**

Lynn Oaks School is a private, non-profit school accepting students from Pre-K through 8<sup>th</sup> grade in Braithwaite, Louisiana. The school was founded in 1981 by the Lynn B. Dean family, who envisioned providing students in St. Bernard and Plaquemines parishes with an opportunity for an excellent, private education in a safe and orderly environment. Today, the school remains under the direction of the Dean family with Troy Dean serving as the President of the school.

The existing Lynn Oaks facility is located at #1 Lynn Oaks Drive, Braithwaite, Louisiana. The 11 acre campus is the home of the Main School Building, Gym, Student Center, Indoor Pool, Maintenance/Shop Facilities and Athletic Fields. The 37,000 square foot Main School and 32,000 square foot Student Center sustained significant flood damage as the result of Hurricane Katrina. Some repairs have been done to the facility.

**Scope of Services:** The Board of Directors of Lynn Oaks is requesting qualifications to provide professional architectural and engineering services (A/E services) in support of the repair/renovation of the existing buildings and construction of a new Student Center/Multi-Purpose Facility. It is anticipated that the selected A/E will provide the following professional services for the repair of the existing facility located at #1 Lynn Oaks Drive:

- Schematic Design
- Design Development
- Construction Documents
- Final Specifications
- Damage Assessment
- Code Upgrades

The prime design team should have the following licensed/registered disciplines and associated specialty fields as members of the firm or team with expertise in their respective fields:

- Architects
- Structural Engineers (including expertise in disaster resistance)
- Mechanical, Electrical and Civil Engineers
- Geotechnical Engineers
- Interior designers

Additional specialty consultants include: Landscape Architects, Arborists, Schedulers and Cost Estimators with experience in the planning and design of educational facilities.

The space layout, new design and interior repairs/renovations shall meet the current space planning guidelines and should optimize efficiency. Applicants shall demonstrate successful projects using evidence-based design. All aspects of the renovated facility shall meet current codes and standards. All building components and utilities shall be designed to incorporate hurricane mitigation as well as other relevant safety and security guidelines. Only firms with in-house architectural services, recent experience in the design of state-of-the-art facilities will be considered. Emphasis will be placed on estimating capabilities and previous successful experience with construction of educational facilities along with the team's quality

assurance/quality control procedures. Only firms demonstrating the above capabilities and a planned approach to perform contract services will be considered. The selected firm must establish a working office within 25 miles of the school and shall be licensed in the State of Louisiana. Design services are to be completed on an expeditious schedule, which will allow all required permitting to be completed by the selected firm. Construction activities are anticipated to begin in 2011.

In preparation of your response to this Request for Qualifications, it is suggested that your firm clearly respond to the scope of services outlined above. It is suggested that the qualifications of the proposed design team be clearly delineated and include those individuals whose involvement will be critical to the successful execution of the envisioned project.

Expertise in the design and renovation of educational facilities should be demonstrated. The experience of the design team in this post-Katrina construction environment is critical. The envisioned project's budget is \$3.0 million and occupancy will be in 2012.

In addition, professional liability insurance covering the work involved will be required in the amount of \$1,000,000 minimum. This will be required at the time the designer's contract is signed. Proof of coverage will be required at that time.

A committee appointed by the Lynn Oaks Board will undertake the evaluation of the qualifications presented. It is the charge of this committee to make a recommendation to the overall Board for final approval. It should be noted that the final agreement will be an industry standard document and that all fees will be negotiated within the local, state and federal guidelines. The basis of the Board selection of a firm will be on the qualifications presented and the firm's likelihood to meet or exceed the expectations of Lynn Oaks.

We appreciate receipt of your Qualifications Statement on or before April 6, 2011 and it is envisioned that the Board will act upon the recommendation of its subcommittee by April 15<sup>th</sup>, 2011. Please submit 2 original copies to:

The Sulzer Group  
Attn: Stanton Vignes  
650 Poydras Street, Suite 2828  
New Orleans, LA 70130

If you have any questions concerning the scope of the proposed project or would like to visit our existing building, please contact Stanton Vignes via email, [Stanton@sulzergroup.com](mailto:Stanton@sulzergroup.com), for an appointment.

Please note that it is the intention of the Board to award this professional services agreement to a firm which best demonstrates its professional expertise and has a history of successful completion of fast-track projects. The award of this professional service contract is purely at the discretion of the Board of Lynn Oaks.