

**FRIENDSHIP PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSALS FOR**

**RFP — ARCHITECTURAL AND CONSULTING SERVICES**

Friendship is soliciting proposals and qualification statements from parties having specific interests and qualifications in the areas identified in this solicitation. A selection committee will review and evaluate all qualification statements and proposals and may request that the bidders make oral presentations and/or provide additional information. The selection committee will rely on the qualification statements, proposals, additional information if provided and oral presentations if made, in the selection of finalists and, therefore, bidders should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Interested parties shall MAIL the response to this RFP by submitting (3 copies, 2 original (1) Electronic copy emailed to: [procurementinquiry@friendshipschools.org](mailto:procurementinquiry@friendshipschools.org).) sealed qualification statements and by addressing the specific proposal requirements as requested in this RFP in an envelope clearly marked “**RFP — Architectural and Consulting Services**” to

**Procurement Inquiry**

Friendship Public Charter School (FPCS)  
1400 First Street, Suite 300  
Washington, DC 20001

**By no later than 4pm, Monday, April 30<sup>th</sup> 2018**

**Note:** A mandatory multi-campus walkthrough is scheduled for April 12, 2018 at 9:30am. All interested organizations must RSVP by April 10<sup>th</sup> at [Procurementinquiry@friendshipschools.org](mailto:Procurementinquiry@friendshipschools.org) to receive the walkthrough schedule and agenda.

***You must sign below in INK; failure to sign WILL disqualify the proposal.***

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

***Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.***

*Friendship Public Charter School Inc. (“Friendship”) reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.*

## **TABLE OF CONTENTS – REQUEST FOR PROPOSAL PACKAGE**

The items below represent components which comprise this Request for Proposal (RFP) package. Proposers are asked to review the package to be sure that all applicable parts are included. It is the Proposers responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your proposal packet.

1. **Cover Sheet:** Your company name, address, and your signature (**IN INK**) should appear on this page
2. **Table of Contents:** Identifies the order in which the information appears in the document.
3. **General Requirements:** You should be familiar with all of the General Requirements.
4. **Special Requirements/Instructions:** This section provides information you must know in order to make a complete and proper proposal.
5. **Specifications:** This section contains the detailed description of the products/services sought by Friendship Public Charter School.
6. **Attachments**
  - a. Proposal Requirement
  - b. Insurance Coverage Requirements
  - c. Financial Statements
  - d. Proposed Exceptions, Alterations, Additions, or Modifications to RFP (if any)

## **GENERAL REQUIREMENTS**

**ACCESS TO RECORD:** Proposer may be required to allow duly authorized representatives of FPCS access to contracts, books, documents, and records necessary to verify the nature, extent, and cost of services provided by the Proposer.

**AWARD:** FPCS reserves the right to reject any and all proposals, and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of FPCS and waive any and all minor irregularities in any proposal(s). FPCS further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of FPCS.

### **OFFER COMPLETION**

Completed proposal must be sent to **Procurement Inquiry 1400 First Street NW, Suite 300, Washington DC 20001**. An authorized company representative should sign the Cover Sheet. Completion of these forms is intended to verify that the proposer has submitted the proposal, is familiar with its contents, and has submitted the material in accordance with all requirements.

The submission of a response shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All terms, conditions, specifications, stipulations and supplier requirements stated in the RFP, any attached Appendices to the RFP, and any and all Addenda issued shall become part of the contract entered into between FPCS and the Proposer.

### **OFFER RETURNS**

Proposers must return completed proposals by date stated above. Late proposals will not be accepted. It is the responsibility of the responding Proposer to assure that the response is received prior to the date/time indicated on the Cover Page of this package.

### **CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between FPCS and the Proposer. Any price escalations are limited to those stated by the Proposer in the original proposal.

### **DISQUALIFICATION OF PROPOSER**

Upon signing this offer document, a Proposer certifies that the proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if FPCS believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected.

### **EVALUATION**

In evaluating the proposals submitted, FPCS will apply the “Best Value” process in selecting the Proposer to be awarded a contract for this project. **Purchase price is not the only criteria that will be used in the evaluation process.** The selection process will include, but not be limited to, the following considerations:

1. The purchase price.
2. The Proposer’s overall experience, reputation, expertise, stability and financial responsibility.
3. The quality and range of goods and/or services the firm proposes to provide.
4. The extent to which the goods and/or services meet FPCS needs.
5. The Proposer’s past relationship with FPCS.
6. The ability to provide service in a reliable, expedient and efficient manner.
7. The total long-term cost to FPCS to acquire the Proposer’s goods or services.
8. Any other relevant factor(s) specifically listed in the request for proposals.

All proposals must be valid for a minimum period of one hundred-twenty (120) days from the due date of this RFP. Proposers shall furnish in a timely manner to FPCS such additional information as FPCS may reasonably require.

FPCS reserves the right to contact references from the Proposer’s client list, or any other persons considered relevant by FPCS.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall

provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

### **DOCUMENT INTERPRETATION**

In the event of any conflict of interpretation of any part of this overall document, the interpretation of FPCS shall govern consistent with the laws of the District of Columbia. Wherever the term “Proposer” is used throughout the RFP, it includes the Proposer’s agents, employees, directors and/or assigns even if not specifically delineated.

### **HOLD HARMLESS AGREEMENT**

The successful Proposer(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend FPCS, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the Proposer and its agents, employees(paid or volunteer), directors and/or assigns in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting there from. Such indemnification shall also include reasonable attorneys’ fees, court costs, and expenses.

### **INSPECTIONS**

FPCS reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of FPCS. If a Proposer cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, FPCS can reject the proposal as inadequate.

### **TESTING**

FPCS reserves the right to test equipment, supplies, materials and goods proposed for quality, compliance with specifications and ability to meet the needs of FPCS. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

### **INVOICES AND PAYMENTS**

The Proposer who is awarded the contract is required to send all invoices to FPCS’s reference point of contact and to **Accounts Payable 1400 First Street NW Washington DC 20001**. Invoices shall be provided to FPCS in a timely manner. The Proposer who is awarded the contract is required to invoice FPCS within 30 days of providing goods and/or services to FPCS.

In the event FPCS is presented with invoices, statements, reports, etc. that are incomplete, or inaccurate, FPCS may be required to perform substantial research which could result in delay of payment. FPCS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices.

### **PRICING**

Prices for all goods and/or services shall be negotiated to a firm amount for the duration of the contract or as agreed to in terms of time frame and/or method of determining price escalations, if

any by Proposer. All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

### **SUPPLEMENTAL MATERIALS**

Proposers are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Proposer wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

### **TAXES**

FPCS is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, FPCS will not be responsible for payment of the taxes. The Proposer awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to FPCS.

### **TERM CONTRACTS**

Any contract which results from this RFP shall run for three-year period with an exclusive option by FPCS to renew on an annual basis. There is to be an additional 90-day transitional period added to the end of the contractual agreement which may be exercised at the option of FPCS. The contractual prices, terms and conditions are to remain in force during the transitional period.

The successful Proposer, as determined by FPCS, shall be required to execute a contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. No Proposer shall obtain any interest or right in any award until FPCS has executed a contract, and any such interest and rights shall be subject to the terms and conditions as contained in such contract.

The successful Proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof, without prior written consent from the FPCS.

### **QUANTITY**

There is no guaranteed amount of business, expressed or implied, to be purchased or, contracted for by FPCS in the initial maximum 1-year contract term or in subsequent renewals which may or may not be negotiated and agreed to by FPCS with any proposer(s). However, the Proposer(s) awarded the contract shall furnish all required goods and/or services to FPCS at the stated price, when and if required.

### **CONTRACT TYPE**

The preferred contract type to be awarded is a fixed fee contract. However, if a Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer is encouraged to offer that better pricing option as an alternative in its submitted proposal. FPCS will consider that type of contract as it compares with other recommended contract options. The contract type providing the best value, over the longest period of time is what FPCS seeks.

Proposers are required to provide FPCS with a menu of any optional services offered. Each service must be priced separately and independent of any other services offered or rendered.

### **TERMINATION**

FPCS reserves the right to terminate the contract without cause with 60 days' prior written notice for convenience and with 30 days' prior written notice for cause, if Proposer breaches any of the terms therein, including warranties of proposer or if the proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which FPCS may have in law or equity. Cause may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to FPCS's satisfaction and/or to meet all other obligations and requirements.

If the Proposer breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, FPCS will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate any contract with 30 days' prior written notice to the Proposer.

FPCS will then be relieved of all obligations, except to pay the reasonable value of the supplier's prior performance (at a cost not exceeding the contract rate). The Proposer will be liable to FPCS for all costs exceeding the contract price that FPCS incurs in completing or procuring the service as described in the proposal. FPCS's right to require strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

### **TRANSITION**

Once an executed contract with the Proposer terminates for any reason, FPCS reserves the right to have a period of time to transition the contracted goods and/or services provided to FPCS by the Proposer to a new provider. During this transition period, FPCS will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. FPCS further reserves the right to establish the length of the transition period and communicate this transition time period to the provider; however, such transition period shall not exceed 180 days.

### **FUNDING OUT OPTION**

Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to FPCS, either in whole or in part, if funds are not appropriated by the FPCS Board of Directors, or otherwise not made available to FPCS. All outstanding invoices will be paid upon cancellation.

### **WARRANTIES**

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Proposers may not limit or exclude any implied warranties.

### **ASSOCIATION**

Proposers may not use the FPCS official logo(s), or any phrase associated with FPCS, without the written permission from FPCS.

### **EXCEPTIONS, ALTERATIONS, ADDITIONS and MODIFICATIONS**

If any exceptions, alterations, additions, or modifications are submitted by Proposer to any portion of this RFP, the Proposer must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the proposer of the RFP as proposed by FPCS. FPCS reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

### **PROPOSAL PREPARATION COSTS**

All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit FPCS, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate FPCS to award a contract or purchase any goods and services stated in the RFP.

### **RETENTION OF PROPOSAL DOCUMENTATION**

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of FPCS.

### **MODIFICATION/WITHDRAWAL OF PROPOSAL**

Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission, or in person before the response date.

## **SPECIAL REQUIREMENTS/INSTRUCTIONS**

### **EVALUATION AND AWARD**

This RFP in no manner obligates FPCS to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of FPCS and may be terminated at any time prior to the signing of the contract. FPCS may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful Proposer(s).

If FPCS is unable to agree to contract terms, FPCS reserves the right to terminate contract negotiations with a Proposer and initiate negotiations with another Proposer. FPCS reserves the right to select services and products from any number of Proposers if in its sole discretion it is in the best interest of FPCS to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of FPCS and such evaluation and determination of best value shall be solely at the discretion of FPCS.

### **Purchase price is not the only criteria that will be used in the evaluation process.**

Submission of a proposal implies the Proposer's acceptance of the evaluation criteria and all other terms and conditions as set forth in this RFP as well as the Proposer's recognition that subjective judgments can and will be made by those individuals evaluating proposals.

**FPCS RESERVES THE RIGHT TO AWARD THE CONTRACT TO ONE PROPOSER/CONTRACTOR, OR MORE THAN ONE PROPOSER/CONTRACTOR IN ITS SOLE DISCRETION.**

**NON-PERFORMANCE BY PROPOSER/CONTRACTOR**

Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by FPCS on the basis of nonperformance. Nonperformance shall be determined as follows:

1. Failure to meet and maintain all qualifications required in this RFP;
2. Failure to meet required operating performance standards in the time period required and consistent with workmanlike manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective.";
3. Failure to keep and maintain all required insurance coverage;
4. Failure to cure deficiencies within a reasonable amount of time as stated herein.

**INSURANCE**

All proposers must provide evidence of insurance or insurability.

**CONFLICT OF INTREST**

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the FPCS projects.

**NON DISCRIMINATION**

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.



## **RFP SPECIFICATIONS – Architectural and Consulting Services**

Friendship Public Charter Schools seeks vendor to provide **Architectural and Consulting Services** from architectural firms (referred to as architect in the RFP) with nationwide exposure and specialization in educational programming/design, facility planning, and referendum services.

**A mandatory multi-campus walkthrough is scheduled for April 12, 2018 at 9:30am. All interested organizations must RSVP by April 10<sup>th</sup> at [Procurementinquiry@friendshipschools.org](mailto:Procurementinquiry@friendshipschools.org) to receive the walkthrough schedule and agenda.**

### **Friendship Schools Background:**

Beginning with just two locations in 1998, Friendship now spans 12 campuses, including online, for students in grades Pre-K3 to 12. Our rigorous curriculum, exemplary instruction, resource-rich forums and total commitment to student advancement have made Friendship one of D.C.'s top charter systems. The road to college can be daunting, but thanks to 20 years of experience guiding students to and through higher education, Friendship has developed one of the most comprehensive roadmaps for student success anywhere.

Our culture is driven by great educators, academic rigors that cultivate curiosity and confidence, and the belief that every child can achieve to the highest standards. Friendship empowers students to grow and thrive as scholars. The Friendship system's knowledge-building approach to student instruction has produced remarkable results: Tier I elementary and middle schools. A robust Advanced Placement program. The district's first Early College charter high school. Graduation and college acceptance rates that are tough to top anywhere.

Beyond the classroom, extended learning and athletic programs round out the whole student. Friendship's award-winning teams know the tough and the technical, from resilience in robotics to grit on the gridiron. They will enter a fast-paced world with a running start. With our deeply rooted commitment to the D.C. community, Friendship is uniquely equipped to take an extraordinary journey with students and their families. We are proud of our challenging approaches, insistence on accountability, high academic expectations and relentless emphasis on college completion. That's because we've seen the results. We know what students can accomplish with the right opportunities and environment. But don't let us convince you. Let our growth and longevity tell the story.

Our students' success shows what a world-class education looks like.

### **Scope of Work and Desired Outcomes:**

FPCS is now seeking a firm to assist in the prioritization of the renovations of each of our campuses. We are seeking full architectural design services to begin July 1, 2018. Interested architectural firms must be qualified to provide comprehensive educational facility planning

and design services in the following areas:

Phase 1: Master Planning Services:

- a. Assist FPCS in prioritizing previously identified long term needs and developing a potential referendum scope including improvements at all of our campuses.
- b. Work with administration, staff, and community stakeholders to develop preliminary designs for potential additions at various campuses. This includes developing visuals and renderings with key community stakeholders to demonstrate the historic sensitivity of the potential addition designs.
- c. Provide community engagement support for the district in the form of comprehensive communication strategies, preparation for community meetings and presentations, support of key messaging for informational materials, and other communications and engagement services associated with the referendum process.

Phase 2: Planning Services:

- a. Contingent on the passing of a potential referendum, the architect would be retained to provide full architectural design, construction documentation, and construction administration services associated with the completion of the designated referendum scope.

The successful firm will be required to work with FPCS administration, staff, students, community, and the construction manager to develop a plan that best addresses the needs of the district. The architect and construction manager will hold separate contracts with the school district.

**FPCS 9 Washington DC campus locations:**

- Armstrong Campus serves students from Pre K3 to 5<sup>th</sup> Grade. The 152,645 square ft. building was built in 1902 and located in Ward 5. This campus also holds the headquarters for all of FPCS campuses since January of 2017.
- Blow Pierce Campus serves students from Pre K3 to 8<sup>th</sup> Grade. The 52,944 square ft. building was constructed in 1970. The freestanding, pre-engineered, metal frame gymnasium was added in 1998. The main building was renovated in the 1990's. Blow Pierce is located in Ward 7.
- Chamberlain Campus serves students from Pre K3 to 8<sup>th</sup> Grade. The 75,270 square ft. building was constructed in 1938 and the annex wing added in 1965. Chamberlain is located in Ward 6.

- Collegiate Campus serves students from 9<sup>th</sup> Grade to 12 Grade. The 153,100 square ft. building was constructed in 1960 and renovated in 2001. Collegiate is located in Ward 7.
- Nicholson Campus is an online campus serving students from K-8<sup>th</sup> Grade. The 21,000 square ft. building was constructed in 1970 and is located in Ward 4.
- Southeast Campus serves students from Pre K3- 5<sup>th</sup> Grade. The 68,000 square ft. building was originally constructed in 1950 as a Safeway building and renovated into a school in 2005 and is located in Ward 8.
- Tech Prep Middle serves students from 6<sup>th</sup> -8<sup>th</sup> Grade. The 28,000 square ft. building was originally constructed in 1950 as a Boys and Girls Club and is located in Ward 8.
- Tech Prep High serves students from 9<sup>th</sup> to 12<sup>th</sup> Grade. The 80,000 square ft. building was built in 2014 and is located in Ward 8.
- Woodridge Campus serves students from Pre K3-8<sup>th</sup> Grade. The 72,600 square ft. building was built in 1927. The new addition was built in 2004.

**Scope of Services:**

The selected architectural firm is expected to provide the following services during each phase of work:

**Phase 1 – Planning Services:**

1. **Planning**
  - a. The architect shall review and understand the existing facilities assessment reports and list of priorities.
  - b. The architect shall assist the district in prioritizing potential projects across all campuses. The architect shall assist the district in developing phased options to address the priorities.
  - c. The architect shall assist the construction manager by providing information needed for cost-estimation of all proposed scenarios.
  - d. The architect shall lead planning and programming meetings with administration and key building staff to refine the program and define the eventual referendum scope at each campus.
  - e. The architect shall produce drawings and graphics necessary to convey the eventual referendum scope to the district and community at large.
2. **Conceptual Design**
  - a. The architect shall work with administration, staff, and key community stakeholders to develop a detailed design for potential additions at various campuses.
  - b. The architect shall develop realistic perspective renderings illustrating the

historic sensitivity of the potential addition designs.

- i. Assume four (4) exterior renderings, one (1) interior rendering and (1) video fly- thru of the proposed spaces. Exterior renderings should show the context of the existing building to illustrate the relationship of the new design to the existing building massing and architectural detailing.

3. Community Engagement & Communications

- a. Architect shall provide dedicated staff to develop a comprehensive referendum communications plan, guiding community information and engagements efforts.
- b. Provide editorial support to the district and potentially to a survey firm regarding the development of content/strategy/key messaging around a potential community survey.
- c. Support the creation of core content and development of key messages regarding referendum fact sheets and other informational materials
- d. Support strategy and coordination of referendum information/open house events.
- e. Provide ongoing consultation by phone/email to the Administration.
- f. Attend regularly scheduled core team meetings to provide feedback to the district for the duration of the Phase 1 contract.

Phase 2 – Services

4. Architectural Design:

A successful referendum will result in proceeding with Phase 2 of the project scope. The architect is expected to provide full services through building occupancy including architectural, mechanical, electrical, plumbing, civil, structural, landscape, food service, and interior design. Other consultant services such as furniture selection, commissioning, energy modeling, theatrical rigging, theatrical sound & lighting, and acoustical design may be contracted separately or charged as a reimbursable based on the scope of the project.

- a. Architect shall lead detailed programming and design meetings with administration and staff user groups during the course of the project design.
  - i. Architect shall facilitate regular meetings with core facilities team.
  - ii. Architect shall facilitate detailed programming and design review meetings with staff user groups at least once during Schematic Design, at least once during Design Development, and at least once during Construction Documentation.
  - iii. Architect shall attend district board and/or Chief's meetings to provide design updates at the end of Schematic Design, Design Development, and Construction Documentation.
  - iv. Architect shall represent the district during all required village

meetings including plan commission and architectural review board appearances.

- b. Architect shall work with the construction manager to generate drawings needed for technical review and budgeting throughout the course of the design. Budget drawings should be anticipated at the end of Schematic Design, Design Development, and midway through Construction Documentation.
  - i. Architect and all consultants shall utilize Building Information Modeling (BIM) software and supply files in rvt format. Three-dimensional building reviews with administration, staff, construction manager and all key trades will be required to coordinate details.
- c. Assume sustainable design and construction practices will be utilized. No specific decisions have been made, but the district wants to incorporate sustainable elements into the design that improve energy efficiency and provide short-term pay back periods.
- d. Architect shall assist the owner and construction manager during bidding and construction by providing complete Construction Administration services. These services include, but are not limited to, answering questions and issuing addendum as

necessary during bidding, reviewing shop drawings, participating in construction meetings, observing and inspecting the work for conformance with the construction documents, and answering any questions or RFI's that may come up during the construction process.

- i. Assume bi-weekly site visits in the construction administration phase.

**Proposal Requirements:**

1. Firm background and primary contact office where work would be done for this project. (Limit to 2 pages)
2. Provide an organizational chart showing how you will staff and organize this project for each phase. Indicate designated lead person and his/her involvement, as well as how others would be involved. Include a resume of each participant. (Limit to 2 pages plus resumes)
3. Provide names, addresses, and brief descriptions of any consulting or engineering firms that may be employed as partners in this project. Include length of existing relationship and possible names of representatives who would work on this project. (Limit to 3 pages)
4. Provide a list of your firm's preschool and K-12 educational projects constructed in the last 8 years where you were the principal design firm. Select three projects that are most

similar to this specific scope and include photos with descriptions of the work.

5. Provide a list of all current preschool and K-12 work being performed by your firm and indicate if they are in the pre or post referendum phase. If they are in the pre-referendum phase, indicate when they are expected to be on the ballot. Provide a written statement regarding staff availability to execute the proposed scope of work.
6. Outline the process your firm would use in completing Phases 1 & 2 of this project. (Limit to 4 pages)
7. Describe your firm’s approach to Community Engagement and your firm’s qualifications in this area. (Limit to 2 pages)
8. Describe your firm’s approach and experience with design for historically sensitive building environments. (Limit to 2 pages)
9. Describe your firm’s approach to sustainability and energy efficiency as it relates to designing a school. (Limit to 2 pages)
10. Describe your firm’s experience and approach in working with Building Information Modeling (BIM) tools on educational projects. (Limit to 2 pages)
11. Indicate why your firm should be chosen for this project. (Limit to 1 page)
12. Fee Structure Phase 1 Services:  
Provide a lump sum for each of the following categories of work. Also provide a listing of all items not included in your fee (reimbursable, etc.).

Pre-Referendum Work Category	Lump Sum Fixed
i. Architectural Referendum Planning	
ii. Conceptual Design	
iii. Community Engagement & Communications	

13. Fee Structure Phase 2 Services:  
Provide a fee percentage based on the scope description below. Include percentages for both new construction and addition/remodel work. Assume one bid package per each campus. Indicate any fee adjustments that would be required as a result of additional bid packages. Also provide a listing of all items not included in your fee (reimbursable, etc.).

*For the purpose of this proposal, provide architectural fees for the construction cost ranges listed below. Because scope is yet to be defined, assume 12 months to complete design, and construction duration of 18 months.*

Post-Referendum Construction Cost	Fee Percentage Renovations	Fee Percentage New Construction
\$250,000- \$499,999		
\$500,000 - \$3.99 million		
\$4.0 million to \$5.99 million		
\$6.0 million to \$15.99 million		
\$16.0 million to \$29.99 million		
\$30.0 million and above		

**Selection Process:**

- Proposals will be evaluated by a selection committee. FPCS will select 3 firms for interview based on the qualifications stated in the proposal. The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.
- We will conduct a campus walkthrough on April 12, 2018. The walkthrough will start at 9:30am and all candidates must have a representative present to qualify.
- All replies will become the property of FPCS.

**FPCS has established the following timeline for the project:**

- April 4, 2018- Issue Request for Proposal (RFP)
- April 12, 2018- Campus Walkthroughs
- April 30, 2018 – Proposals due to FPCS (4:00 PM EST)
- May 9, 2018- Notification of final 3 firms
- Interviews on May 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> – Time TBD (Selected Firms will be notified by phone and email at the conclusion of the selection meeting)
- June 6, 2018– Approval of Firm by Board/Chiefs (Firms submitting proposals should plan to appear before the Chiefs and selected Board members the week of June 11, 2018)

*Please direct any questions prior to the proposal due date to Ruby Sherman at [procurementinquiry@friendshipschools.org](mailto:procurementinquiry@friendshipschools.org).*

**Additional Proposal Requirements (Attachment A)**

Proposals shall include, at a minimum, the following information organized as follows in a qualification statement:

1. Names and contact information of at least three client references.

2. Provide proof of CBE as firms certified as CBE will receive preferential consideration. See <http://olbd.dc.gov/>
3. A proposed signed contract, which includes terms, payments and amount contract, will not to exceed.

**INSURANCE COVERAGE REQUIREMENTS (Attachment B)**

**General & Excess Liability Minimum Coverage**

General Liability:	1,000,000
Umbrella Liability:	1,000,000

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

**FPCS will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.**

**Financial Statements (Attachment C)**

Proposer should submit as Attachment C current financial statements, preferably for the past two years, which have been audited or reviewed by a Certified Public Accountant.

**Proposed Exceptions, Alterations, Additions, or Modifications to RFP (Attachment D)**

Proposer should submit as Attachment D, any and all proposed exceptions, alterations, additions, or modifications.

For further information, contact Ruby Sherman at [procurementinquiry@friendshipschools.org](mailto:procurementinquiry@friendshipschools.org).

**END OF FPCS RFP PACKAGE.**