

**USD 261 SCHOOL FACILITIES**  
**Facility Review at All Buildings**  
**Request for Proposal**  
**Issuing:**



**Responses Due: March 1, 2024, by 12:00pm**

**USD 261 Business Department**

**1745 W. Grand Ave**

**Haysville, KS 67060**

**BACKGROUND INFORMATION**

**The Haysville Public School System, Unified School District 261, is looking for a qualified Architectural Design firm to act as their owner's representative. The scope of services will include a comprehensive facility review of all USD 261 buildings. This facility review will need to be completed in its entirety before (Date).**

## **TIMELINE & PROPOSAL GENERAL REQUIREMENTS**

### Initial Posting by the USD 261

- Date: February 9, 2024

### Last day to submit questions

- Date: February 23, 2024

### Response Due Date

- **Date: March 1, 2024, 12:00 p.m.**

### Selection of Successful Candidate

- Date: A Recommendation will be made to the Board of Education on April 15, 2024

## **SUBMITTAL REQUIREMENTS**

### **SECTION 1 – LETTER OF INTEREST AND SUPPORTING INFORMATION**

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

Provide Certificate of Insurance showing your firm's current Errors and Omissions Insurance and Comprehensive General Liability (combined single limit) insurance.

### **SECTION 2 --APPLICANT INFORMATION, EXPERIENCE & QUALIFICATIONS**

Interested Parties/Firms are requested to provide the following information in response to this Request for Qualifications/Proposal:

Firm History: Provide information about your firm including:

- Address and phone number of home office.
- Contact person, direct phone number, email address.
- Insurance coverage/limits currently in force, policy renewal dates, and agent's name and telephone number.
- Describe any claims, lawsuits or legal settlements your firm has had during the past five years, or which are currently pending.

Project Team: Identify the individual who will be the main point of contact, and the team responsible for providing services for the duration of the project. Provide resumes for all team members to include experience, background and responsibilities.

- Outline your team's capacity and ability to complete the stated scope of work in the timeframe specified.

### **SECTION 3 – SCOPE OF SERVICES TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING**

Describe your approach to performing the required services presented below. Include any unique capabilities or qualities of your firm that would make your approach stand out.

#### Facilities Conditions Assessment Services

The types of building systems to be assessed may vary with each building and shall include, but are not limited to, the following requirements:

- Site improvements: roadways, parking lots, pedestrian paving, & site development.
- Foundation / Basement walls (exposed to view).
- Roofing: construction, coverings, openings.
- Building structure (exposed to view).
- Stair construction and finishes (interior and exterior).
- Exterior enclosure: exterior walls, windows, doors.
- Interior construction: partitions, interior doors & hardware.
- Interior finishes: wall, floor, ceiling finishes.
- Plumbing systems & utilities.
- Mechanical systems & utilities.
- Electrical systems & utilities.
- Technology Infrastructure.
- Building Code & ADA compliance.

Interested Parties/Firms and District will meet to establish administrative procedures, establish a schedule for the Project and gather additional information for the building assessments.

Deliverables are to include the following:

- Site Plans & Floor Plans for each district facility.

- A completed “Condition Assessment” for each district facility.
- A list of potential improvements for each district facility.
- A budget estimate for each potential improvement at each district facility.
- A master summary sheet that will include all school facility properties.

**SECTION 4 – REFERENCES**

Provide a comprehensive list of relevant projects completed or begun within the last 5 years. Include cost of project, project budget, client contact information, start and completion dates, size, and unique project features.

**SECTION 5 - FEE PROPOSAL**

The final negotiated fee will include all costs (including reimbursables) for the project resulting in a “not to exceed” contract format.

**EVALUATION CRITERIA**

RFQ/P submittals will be scored based on the selection criteria listed below:

<b>Selection Criteria</b>	<b>Points</b>
Section 1: <b>Letter of Interest</b>	10
Section 2: <b>Experience and Qualifications</b>	20
Section 3: <b>Scope of Services</b>	35
Section 4: <b>References</b>	25
Section 5: <b>Fee</b>	10
<b>Total Points Possible</b>	<b>100</b>

## **COMMUNICATION/CONTACT**

Any communication or further inquiry regarding these services shall only be directed to the following district contact:

Craig Ryan

Assistant Superintendent of Finance

Haysville Schools

1745 W. Grand Ave. Haysville, KS 67060

Phone: 316-554-2200

E-mail: [cryan@usd261.com](mailto:cryan@usd261.com)

## **DOCUMENT SUBMISSION**

Candidates must submit fifteen (15) hard copies and one (1) flash drive of the RFQ submittal in a sealed envelope clearly identifying that this is a response to this RFQ, addressed to:

Haysville Public Schools

Business Office

1745 W. Grand Ave

Haysville, KS 67060

Attention: Craig Ryan [cryan@usd261.com](mailto:cryan@usd261.com)

Owner shall accept delivery of proposals no later than: March 1, 2024, 12:00pm

The School District does not discriminate on the basis of race, color, national origin, age, sex, disability, or military status, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Haysville Public School's compliance with the regulations may contact the Assistant Superintendent for Personnel, Gillian Macias, 1745 W. Grand, Haysville, KS 67060, 316-554-2200.