INDEPENDENT SCHOOL DISTRICT NO. 834
1875 Greeley Street South
Stillwater, Minnesota  55082

REQUEST FOR PROPOSALS
ARCHITECT AND ENGINEERING SERVICES

1. Notice is hereby given, that Independent School District No. 834, Stillwater, Minnesota, will receive written proposals for professional services to provide comprehensive Architectural and Engineering services for the district. Proposals shall be submitted in the form and manner contained in the specifications. Companies responding to this request must submit three (3) copies and an electronic PDF copy.

2. Proposals must be received in the office of the Executive Director of Finance and Operations no later than Friday, March 13, 2020, by 11:00 a.m. No change can be made in the written proposal without consent of the School District.

3. Independent School District No. 834 reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Independent School District No. 834 also reserves the right to reject any or all proposals, to wave formalities, to negotiate separately in any manner necessary, and to accept the proposal which appears to be in the best interest of Stillwater Area Public Schools.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Independent School District No. 834 and the firm selected.

4. If further information is desired, interested parties should contact Kristen Hoheisel, Executive Director of Finance and Operations at 651-351-8321.
Independent School District No. 834
Stillwater Area Public Schools
Request for Proposals to obtain
Architectural and Engineering Services

Stillwater Area Public School District seeks proposals for professional services to provide comprehensive Architectural and Engineering services for the district. Companies responding to this request must submit their written proposal in accordance with the enclosed requirements. Three (3) copies and an electronic PDF copy of the completed response must be received no later than:

March 13, 2020 at 11:00 a.m.

Proposals and questions to: Kristen Hoheisel
Independent School District 834
Stillwater Area Public Schools
1875 Greeley Street
Stillwater, MN 55082
hoheiselk@stillwaterschools.org
DISTRICT PROFILE
The District provides a full range of public education services appropriate to grade levels ranging from pre-kindergarten through Grade 12+. These include regular and enriched academic programs, special education programs, and career/vocational education. Food service and transportation are provided as supporting programs. The community education program in the District includes early childhood and family education programs, an adult basic education program, and a variety of classes for lifelong learning experiences for children and adults.

The District is serving more than 8,600 students for the 2019–2020 school year. We have gone from a one-room schoolhouse to seven operating elementary schools (K–5), two middle schools (Grades 6–8), one high school (Grades 9–12), and an alternative learning center for secondary students. An early childhood family center (ECFC) serves families with young children, from birth to age five. The average long-term facilities maintenance age of the District’s buildings is approximately 36.30 years; with the original buildings being constructed first in 1919 to the latest construction of Brookview Elementary school in 2017. Building ages include 1910s (1), 1920s (1), 1950s (5), 1960s (2), 1970s (2), 1990s (2), 2000s (1) and 2010s (2).

REQUESTED SERVICES
The District is requesting architectural/engineering services on an as needed basis including, but not limited to, annual long-term facility maintenance projects. The District would expect the architect to create bidding documents, review bids, provide contracts, approve submittals, issue change orders, certify payments and monitor construction projects. Various general needs projects may be needed throughout the year and the chosen architect/engineer would be involved with those as well.

EVALUATION AND SELECTION PROCEDURE
Proposals will be evaluated by a selection committee. The successful proposal will be based upon submittal information. Proposals that meet satisfactory levels of the criteria will be considered. Proposals that do not meet these requirements will not be evaluated. Stillwater Area Public School District is not responsible for any costs incurred by respondents to this RFP or for any work performed in connection therein. Late proposals or late modifications will not be considered. Respondents may withdraw their proposals from consideration at any time before the proposal deadline.

SELECTION CRITERIA (100 point total)
1. Strength of Architectural/Engineering team (20 Points)
2. Planning and Design Approach and Schedule (15 Points)
3. Professional Fees (25 Points)
4. Budget and Cost Control methods including both owner and architect initiated change orders (20 Points)
5. References/Experience with Stillwater Area Public Schools or other K-12 schools (20 Points)
PROPOSAL REQUIREMENTS

1. Firm name and overview include:
   a. Company profile
   b. Years in operation
   c. Number of personnel by discipline
   d. Overview of the services you provide in-house
   e. Identify any consultants that you may anticipate using

2. Include a resume of the partner and senior architect that will be assigned responsibility for the school district’s account. If you subcontract for specific engineering or other required services, provide a similar profile for the contract firms.

3. Discuss what distinguishes your firm from others that might be considered.

4. Identify the firm’s educational facility planning, programming and design experience. Include detailed narrative descriptions of representative projects, including project budgets and percentage of change orders against construction costs (categorized by owner, unforeseen condition or design professional). Emphasize the firm’s experience in handling projects within schools of similar size.

5. Provide a description of your project approach.

6. Describe in detail your proposed fee arrangement for both new construction and remodeling of existing facilities.

7. Describe any other relevant professional services offered by your firm and how these services may be able to benefit the school district.

8. Describe your budget/cost control methods.

9. List of five references.

GENERAL TERMS AND CONDITIONS

Independent School District No. 834 reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Independent School District No. 834 also reserves the right to reject any or all proposals, to waive formalities, to negotiate separately in any manner necessary, and to accept the proposal which appears to be in the best interest of Stillwater Area Public Schools.

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PROPOSED PROJECT SCHEDULE

The following is the proposed schedule and may change during the project.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>February 14, 2020</td>
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<tr>
<td>Request for Proposals due</td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>Proposal Review / Selection</td>
<td>April / May 2020</td>
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<tr>
<td>Substantial Completion</td>
<td>June 2020</td>
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