

IDALIA SCHOOL DISTRICT RJ-3
Request for Qualifications
Geotechnical Investigation Services
December 28, 2011

INTRODUCTION AND OVERVIEW

Introduction

The Idalia School District RJ-3 is seeking qualifications from geotechnical engineering firms to provide comprehensive geotechnical/construction observation/material testing services for the District's new PK-12 school facility. The geotechnical work completed by the chosen firm will be used in the design process by the architectural and engineering team.

Overview

The Idalia School District has received BEST and bond funding to replace their existing PK-12 campus. The site for the new addition is approximately eleven (11) acres.

The building program includes a 39,000 square foot new PK-12 school building to include a new entry, administration, art, primary wing, middle/high school wing, media/computer lab, music/stage and receiving area. The phased project will require various demo components; 1948 old gymnasium wing, 1966 middle/high school wing, 1985 music/library and Heritage Hall. Selected site component demolition will include various utilities, roadways, walks and landscaping. The project will also include renovating the 1995 gym and repurposing adjacent spaces, approximately 14,000 square feet. Site improvements will consist of a new parking lot with a dedicated bus loop, walkways and landscape enhancements.

GENERAL INFORMATION

Contact Information

Any questions concerning technical specifications, contractual terms and conditions, or any other aspects of this request should be directed electronically to:

Michael Hall
Owner's Representative
Inline Management
1703 Sand Lily Drive
Golden, CO 80401
720-203-5181
mhall@inlinemanagement.com

Firms interested in submitting are directed not to contact the School District or the Colorado Department of Education. All questions will be accepted and answered by the contact listed above.

Due Dates

Submittals will be due by **January 10, 2012, 4:00 pm**. Provide four (4) hard copies and one (1) electronic copy to the Owner's Representative contact listed above.

Schedule of Events

Request for Qualifications Issued	December 28, 2011
Questions Due	January 3, 2012
Questions Answered	January 5, 2012
Submittal Due Date	January 10, 2012
Anticipated Firm Selection	January 16, 2012
Notice to Proceed	January 17, 2012

Attachments

Summary of Requested Services
ALTA survey
Conceptual Site Diagram

Rights of the District

The Idalia School District reserves the right to:

- Reject any or all offers presented without obligation or liability to any potential firm invited to respond to this RFQ.
- Award a contract based on an acceptance of terms other than the lowest price proposal.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.
- Award a contract based on negotiated fees with the most qualified firm.
- Award no contract if they so choose.
- Further refine the RFQ and reissue for any reason.

GUIDELINES FOR SUBMITTAL PREPARATION

Submittal Submission

Each responding firm will be required to submit the following documentation as requested under Detailed Submittal Requirements. All submittals must be received by the party indicated above no later than the noted due date and time. Late submittals will not be accepted.

Detailed Submittal Requirements

1. Cover Letter
2. Description of Firm
 - a. Number of years in business
 - b. Senior members and their length of association
 - c. Location of office where team members will be based
 - d. List of basic and detailed services provided by firm

3. Relevant Experience and Qualifications
 - a. List the firm's experience with public school construction projects in Colorado and also your experience in working with State agencies that have involvement with school construction projects.
 - b. Discuss the firm's knowledge of and experience with providing geotechnical services in Yuma County or the surrounding areas of Colorado.
 - c. Provide the following information for (5) school projects completed within the past 2 years.
 - i. Name of project
 - ii. Brief description of project (i.e. new school, road, etc)
 - iii. Contract amount
 - iv. Owner reference contact information (name, phone number, email)
 - d. Identify the personnel and the firm's resources that would be assigned to the project.
 - i. Resumes
 - ii. Certifications (firm or individual)
4. Work Approach
 - a. Describe your firm's approach to working with the Architect and Owner during design, pre-construction and construction on phased projects.
 - b. What factors differentiate your firm from others that would allow you to best serve the Owner?
5. Fees
 - a. **Do Not** submit a fee proposal at this time. A lump sum fee will be negotiated with the selected firm.
 - b. Submit company's Charge Rate Schedule.
6. Insurance
 - a. Any firm receiving an award will be required to maintain the following insurance:
 - i. General Liability Insurance – Minimum limits: General Aggregate \$2,000,000; Products/Completed Operations Aggregate \$2,000,000; Personal and Advertising Injury \$1,000,000; Each Occurrence \$1,000,000.
 - ii. Automobile Liability Insurance – Minimum limits: Combined Single Limit \$1,000,000
 - iii. Worker's Compensation Insurance – Minimum limits: Each Accident \$1,000,000; Each Occupational Disease \$500,000; Occupation Disease Aggregate \$1,000,000
 - iv. Professional Liability Insurance (Errors and Omissions) – Minimum limits of \$2,000,000 in the aggregate and \$2,000,000 per claim.
 - b. Provide names of the firm's insurance company/companies.
 - c. Provide a sample certificate of insurance showing the firm's current insurance limits.
7. Signature
 - a. Each firm's RFQ must be signed by a representative of the firm who is authorized to bind the firm to a contract.

8. Evaluation Criteria

- a. The following criteria will be considered by the selection committee in scoring the RFQ responses. Ratings shall be based on the District’s assessment of the adequacy of the firms experience and ability to meet the requirements of the RFQ.

<u>Submittal Evaluation Criteria</u>	<u>Points</u>
RFQ Completion & Organization	10
Firm’s Qualifications & Experience	30
Key Personnel	20
Work Approach	20
References	20
Total Points Possible	100

LEGAL REQUIREMENTS

A. Verification of Information:

Applicants are hereby notified that Idalia School District will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As Idalia School District deems necessary and appropriate in its sole discretion, Idalia School District reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to CDE, appropriately identify materials, which are not subject to disclosure. In the event of a request by CDE or School District for disclosure of such information, CDE or School District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to CDE.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Qualifications:

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The District assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

G. Addenda:

As Idalia School District may require, addenda may be issued to supplement this RFQ.

H. Contract

The successful Geotechnical Firm will be required to enter into a written contract with the District in a form acceptable to the District.

I. Questions and Communication:

All questions must be submitted in writing to Michael Hall at mhall@inlinemanagement.com by January 3, 2012. A one-time response to the questions will be provided no later than January 5, 2012.

Thank you for your time and effort in responding to this RFQ.