

EDMOND PUBLIC SCHOOLS I – 12 REQUEST FOR QUALIFICATIONS ARCHITECTURAL  
PLANNING AND DESIGN SERVICES

# **REQUEST FOR ARCHITECTURAL QUALIFICATIONS**

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Edmond Public Schools  
1001 W. Danforth  
Edmond, Oklahoma 73003

Justin Coffelt

10/20/2021

## 1. INVITATION:

Edmond Public Schools is requesting qualified persons, partnerships, corporations, associations, or professional organizations to provide a full proposal for architectural programming, planning and design services to the District for full service architectural services on future district projects. Firms with relevant design experience in new school construction are encouraged to submit. The purpose of this request for qualification (RFQ) process is to identify the most qualified respondents and make a recommendation to the Edmond Board of Education for a firm to design an Ag Engineering facility at our district AG Education site.

## 2. RESPONSES :

The response to the RFQ shall be submitted in each form and quantity and at the location as is provided in this Request. The response must be submitted no later than Friday, November 12<sup>th</sup> at 10:00 a.m. **Six (6) copies of all information are requested to be provided to the school district for committee consideration.**

## 3. SCOPE OF SERVICES:

Edmond Public Schools is seeking a full service architectural firm for the purposes of designing and overseeing current and future projects at EPS Ag Facility. Architectural services shall include, but not limited to: planning, schematic design, design development, contract documents, bidding, construction observation and administration, project close-out and warranty period. Architectural firms should employ adequate staff to service the client in an expeditious manner. Architectural firms should partner with high quality civil, structural and MEP engineers as well as specialty consultants (security, fire, food service, acoustical, etc) as needed. Firms should employ a registered interior designer.

The architectural firm will be responsible for ensuring that all applicable Federal, State and local codes and regulations related to facility and design are met.

All A&E fees will be 6%.

## 4. CONTENT OF PROPOSALS:

A. Introductory Letter – Maximum one page. The introductory shall have the name of the firm making submission indicating your interest in working with the District. Include a brief description of why your firm is well suited for and can meet the district's needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

- B. Firm Description – Include a complete narrative description of the Respondent’s firm. Information should include:
- a. The Respondents areas of architectural specialization.
  - b. Firm history.
  - c. Honors and awards.
  - d. Location of home and branch offices.
  - e. Names of the principal officers of the firm.
  - f. Identification of the major consultants commonly used in projects.
- C. Project Team Summary – The proposal shall clearly outline the background and experience of the firm and team members who will be involved in the project.
- D. Narrative – Address the following items in the proposal.
- a. Design philosophy
  - b. Prior design service experience with projects of similar scale and complexity.
  - c. Prior experiences with school clients and processes for projects of similar scale and scope.
  - d. History of effective design schedule, plan and specification production.
  - e. Describe change order averages on various types of construction and your firm’s philosophy in addressing this issue.
  - f. Commitment to develop a high quality, cost effective, energy efficient building that supports instruction and student learning.
- E. Relevant K-12 Experience – Provide information about prior and current services/designs prepared by your firm for at least the past five (5) years, relevant to Ag Education, preferably Ag Engineering. Include a project description, amount of project and change order amount.
- F. References – Provide the name, contact person and contact numbers of all school districts for which your firm has provided services in the past ten (10) years.
- G. Samples of Work – Provide a project manual and one-half sized plan set on a recent school project which would be indicative of the quality of work of your firm. These documents will only be used in the evaluation of your firm and will be returned upon request at the completion of the selection process.
- H. Litigation History – Provide a comprehensive ten (10)-year summary of the firm’s litigation, arbitration, and negotiated settlement history with previous clients.

5. **SELECTION CRITERIA:** Each proposal will be evaluated and ranked by members of the selection committee based upon the criteria and information provided in the Content of Proposals. Upon ranking respondents, the selection committee will conduct interviews of short listed architectural firms.
  
6. **SUBMISSION GUIDELINES:** Respondents to the RFQ should mail or deliver six (6) copies, a sample project manual and half-sized plan set, and one electronic copy of their RFQ proposal to:

Edmond Public Schools  
1001 W. Danforth  
Edmond, OK, 73003  
Attention: Justin Coffelt, District Operations

**ALL RESPONSES ARE DUE BY 10:00 A.M. on Friday, November 12<sup>th</sup> 2021.**

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

**Any questions regarding this RFQ, should be directed to Justin Coffelt at 405-340-2988, or emailed to [Justin.Coffelt@edmondschools.net](mailto:Justin.Coffelt@edmondschools.net)**

Each submittal must conform and be responsive to the requirements set forth in this RFQ. The District reserves the right to waive any informalities or irregularities in received submittals. Edmond Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, marital status, medical condition, physical disability, or sexual orientation in consideration of this recommendation.