DOVER AREA SCHOOL DISTRICT
Dover Proud...Eagles Make It Happen!
101 EDGEWAY RD, DOVER, PENNSYLVANIA 17315
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Mr. Kenneth B. Cherry
Superintendent
Jennifer Benko
Business Manager

Request for Qualifications

Architectural / Engineering Services

For a

9th Grade through 12th Grade High School Building Project

July 2016
Perform site analysis for a new grade 9 – 12 high school building on the current Dover Area Intermediate School site. Advise the Building Committee of site suitability and location recommendations. Proceed with the preliminary design phase and prepare cost estimate for a new grade 9 – 12 high school building on the Intermediate School site. Assist the Building Committee in presenting this project to the Dover Area School Board of Directors and community.

Interested design firms should submit an intent to respond to the statement of qualifications by August 1, 2016. Please send intent to respond and any questions to David Nelson via E-Mail dnelson@doversd.org. After August 1, 2016, a response to any questions submitted will be distributed to all parties who submitted an intent to respond.

Statement of Qualifications must be received in the Dover Area School District Administration Office by 3:00 pm on August 8, 2016.
Format Required for Statement of Qualifications

Please provide the following information in the order listed below.

1.0 A letter of transmittal signed by a principal of the lead firm, not to exceed two pages, describing in narrative form your firm or team and its qualifications and why you believe yours is the best firm for this project.

2.0 Statement of qualifications to include, but not limited to the following.

2.1 Name and address of your firm. Also indicate who your contact person will be for this project and provide a phone number, fax number and e-mail address that the district may use to issue further information.

2.2 A brief history of your firm.

- Provide a list of your project team members along with any consultants.
- List the staff proposed to work on this project along with related responsibilities and the amount of time they will devote to this project. Provide resumes of key personnel that would be assigned to this project and include a brief description of projects similar to this project in which the key personnel have worked together as a team.
- If a team will be used, please provide an organizational chart showing the personnel of the design team and their proposed involvement in the project. Please indicate how the design team will be managed.

2.3 List projects that your firm has been involved with similar challenges to this school building project within the past five (5) years (include projects involving new site analysis and presentations to school boards).

- Indicate if any claims, disputes or arbitration proceedings have occurred on any of these projects. If so, identify if they were between owner/architect or owner/contractor and give the status and outcomes of the claim, dispute or arbitration.

2.4 List five (5) similar public school projects that you have completed giving the following information for each project:

- List of project team members, consultants and staff involved.
- Size (project cost and square feet) and location of the project.
• Provide contact name and telephone number for the owner and contractors (specific individuals)
• Proposed budget and construction schedule.
• Total cost of change orders not requested by the owner as well as their percentage of the initial project cost.
• List the awarded contract amount for each prime contractor.

2.5 List consultants, if any, that may be used for this project including their firm and number of projects they have completed in partnership with your firm.

2.6 A one page statement of the firm’s recent experience on 21st century public school design philosophy and its integration into the community.

2.7 Architectural firms must be geographically located within a 40 mile radius from 4500 Intermediate Avenue Dover, Pa. 17315. Please indicate where the design work for this project will be accomplished.

2.8 Additional information, not included above that the firm feels may be useful and applicable to this project. Please limit your response to two (2) pages.
ANTICIPATED GENERAL SCOPE OF WORK, TO BE FINALLY NEGOTIATED THROUGH A CONTRACT FOR SERVICES.

The selected firm will be expected to:

1. Validate site analysis and confirm the Intermediate School site should include but not be limited to traffic, local zoning, subsurface conditions, wetlands, water, sewage, proximity to current school etc. We expect the design professional to provide a list of names of any other firms they would ask to assist with this effort.

2. Proceed with schematic design phase and prepare a cost estimate for a new 9-12 grade high school for 1400 students on the Intermediate School site. Removal of the current intermediate school once the high school is finished.

3. Assist in presenting this proposal to the Dover Area School Board of Directors.

Timing

1. The Dover Area School Board of Directors anticipates engaging a firm to perform architectural and engineering services on or about September 20, 2016 and anticipates completing the project for use and occupancy on August 2018.

Construction Documents – Bid Phase – Construction Administration Services

Produce drawings and or specifications suitable for obtaining competitive bids and obtaining required construction permits.

1. Attend kick off meetings.

2. Perform site investigation to document existing conditions.

3. Document demolition requirements and potential problems with permitting to complete work required.

4. Identify outside funding sources such as State Department of Education, utility company rebate programs, Federal or State Grants and any other sources applicable to the scope of this work.

5. Assist with completion of all necessary forms (for what?).

6. Compile project manuals.
Bid Phase
Bid Phase services may include the following:

1. Prepare and place advertisements for scope of work with newspapers and agencies as required under PDE bidding requirements.
2. Arrange for the preparation and printing of plans and specifications.
3. Attend pre-bid walk-through meetings.
4. Answer contractor's questions and issue addenda to contract documents as required.
5. Assist with bid opening and evaluation of bids.

Construction Administration

Services provided under this phase can include but are not limited to the following:

1. Review and approval of contractor's shop drawing and product submittals.
2. Coordination with contractor to clarify designs.
3. Weekly site observation visits with owner and bi-weekly owner - contractor construction meetings.
4. Review and approval of contractor's payment requisitions.
5. Detailed site observation visit prior to completion of the project.
6. Monthly and final punch list during installation of finishes and equipment.
7. Punch list follow-up visits.
8. Closeout tasks such as review of submittals, including as built drawings and operation and maintenance manuals produced by the contractor.