

Request for Qualifications / Architectural and Engineering Services Design Package #2 – District Safety, Security, and Accessibility Improvements Webster Groves School District

Date of Issue: February 11, 2019

The Webster Groves School District is seeking responses to this Request for Qualifications (RFQ) from experienced firms who specialize in the design and development of educational facilities. The statement should conform to the following format. Please provide all information requested.

Note, if your firm is submitting a response to both Design Package # 1 and Design Package #2, you will need to submit two separate and individual responses. However, **Part Two- Firm Description** may be deleted in your response in Design Package #2, as it will be adequately covered in Design Package #1.

Part One - Project Description

The scope of work associated with this RFQ consists of facility improvements at multiple locations. The following project description provides a general overview of the work intended at each location.

Safety, Security, and Accessibility Improvements - Facility improvements that have been defined for some or all of our buildings will include upgrades to selected existing systems and assemblies along with the implementation of additional measures to further the safety, security and accessibility needs for all District buildings

Safety and Security: *SECURE/SINGLE POINT CONTROLLED ENTRY AT ALL BUILDINGS* (except Hixson Middle School)

1. At each campus create a secure vestibule with 2 sets of electronic entry doors, service window and video monitoring.
2. Interior office and classroom doors to be secure (glass mitigation where needed) along with accessible/operable hardware.
3. Each exterior door to be secured (glass mitigation where needed) have alarm capability and video monitored.
4. Address ground level window visibility – Install blinds, film, tinting or other means to deter/prevent interior visibility/entry from ground level windows.

Accessibility: *EVERY, BRISTOL AND EDGAR ROAD ELEMENTARY*

1. Installation of elevator(s) and/or stair lift(s) as needed in order to make these multiple floor buildings more accessible.

Part Two - Firm Description

- a. Firm name, address, telephone / fax numbers, and e-mail address.
- b. Structure of Firm.
- c. Provide a brief description of your firm, including the size, in-house disciplines, registrations held, and years of experience.
- d. Provide a resume and individual qualifications of those people within your firm who will participate in this project.
- e. List affiliations and/or associations (if any) with other firms that you are planning to include should your firm be awarded this commission.

- f. List professional / engineering consultants that you will have on your team.
- g. Provide the name, title and signature of the individual submitting information.

Part Three - Firm Qualifications

- a. Please identify and describe at least three educational projects that your firm has completed within the past five years that are similar in scope and size to the projects identified in this RFQ.
- b. Describe your firm's history of maintaining the client's master project schedule and budget.
- c. How will you insure quality control for the work of your firm, as well as for the work of any professional / engineering consultants?
- d. Please identify if your firm has ever been terminated for default within the last five (5) years. Termination for default is defined as notice to stop performance due to firm's nonperformance or poor performance. Submit full details of all terminations for default experienced.
- e. Please provide a minimum of five (5) client references for projects of like size and scope.

Part Four - Specialized Firm Experience and Interest

In relation to the Project Description outlined in Part One, please provide any additional information to the following:

- a. Please provide your firm's specialized experience and technical competence associated with the staff that will be assigned to this project.
- b. Based on your experience and qualifications which project(s) do you believe that your firm has the capacity and capability to perform?
- c. Regarding the questions above, please specify any unique qualifications your firm possesses related to the specific projects to be completed by the Webster Groves School District.

This information will be used to assist in the screening process.

Part Five - Submittal of Qualifications Statement

All qualification responses must be delivered to the Webster Groves School District by 1:00 p.m., on Monday, **February 25th, 2019**. The qualifications should be presented in the order described in the Request for Qualifications and should be addressed to:

**Mr. Robert Steuber
Construction Project Manager
Webster Groves School District
3232 South Brentwood Blvd
Webster Groves, Missouri 63119**

For delivery by the United States Postal Service or by a commercial courier, please use the address stated above. All qualification responses delivered after the date and time specified above will not be accepted and will be returned to the sender unopened.

All questions shall be addressed to Mr. Robert Steuber who can be reached at (314) 392-3124 or by e-mail at: steuber.rob@wqmail.org

The anticipated schedule of activities related to this RFQ is as follows:

RFQ Issued	February 11, 2019
Final Date for Inquiries	February 22, 2019
Qualifications Submittal Deadline	February 25, 2019