

# **Request for Qualifications / Architectural and Engineering Services Design Package #1 – Hixson Middle School Addition and Modifications 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.

## **Part One - Project Description**

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

***Facility Improvements to Hixson Middle School*** - Facility improvements scheduled for Hixson Middle School are primarily associated with integrating the District's sixth grade students into the facility. As such, the school will be transitioned into a three-grade middle school, serving grades 6 through 8. In order to accommodate the additional grade level, an academic wing containing at least 12 typical instructional classrooms and 4 science classroom / laboratories will be required. In addition to those classrooms specialized instructional classrooms and student support areas (cafeteria and library expansion) will be required in order to address the needs of the expanded student body.

(Note: Safety, Security and Accessibility issues at Hixson will be included as part of the Hixson Additions/Modifications Project)

## **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 facilities that your firm has completed within the past five years that are similar in scope and size to the project.
- b. Describe your firm's history of maintaining the client's master project schedule and budget.
- c. Please identify your firm's knowledge and experience in educational programming and designing of facilities that support educational adequacy.
- d. Describe your firm's experience and technical competence related to the design of complex building additions.

- e. How will you insure quality control for the work of your firm, as well as for the work of any professional / engineering consultants?
- f. 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.
- g. Please provide a minimum of five (5) client references for this project 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 describe your firm's specialized experience and technical competence with regards to the staff that will be assigned to this project.
- b. Based on your experience and qualifications, do you believe your firm has the capacity and capability to perform the work outlined in Part One?
- c. Regarding the questions above, please specify any unique qualifications your firm possesses related to this project 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 Service Center 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@wgmail.org](mailto:steuber.rob@wgmail.org)

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

<b>RFQ Issued</b>	<b>February 11, 2019</b>
<b>Final Date for Inquiries</b>	<b>February 22, 2019</b>
<b>Qualifications Submittal Deadline</b>	<b>February 25, 2019</b>