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## REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ)  
For

### **Consulting Services**

**For the Development of a**

### **Comprehensive Facility Master Plan**

**RFQ issued:** October 23, 2017  
**RFQ due:** Monday, November 27, 2017, 11:00 A.M.  
**Place:** Lee's Summit R-VII School District  
Purchasing Department  
702 SE 291 Highway  
Lee's Summit, MO 64063-4306

**Contact:** Lee's Summit R-VII School District  
*Purchasing Department.*  
Attn: Christa Battaglia, Purchasing Supervisor.  
T: 816.986.2196  
F: 816.986.2454

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### Lee's Summit R-7 School District Lee's Summit, Missouri

#### PURPOSE

The Lee's Summit R-7 School District is soliciting statements of quality and performance data from a consultant for the purpose of developing, through a collaborative process, involving district stakeholders, a comprehensive facility master plan (CFMP). The Facilities Master plan should consider the following prioritization:

- Safe and sustainable schools
- Creating 21<sup>st</sup> century learning environments
- Addressing growth/declining enrollment
- Correcting facility or site deficiencies related to 21<sup>st</sup> century learning spaces
- Creating optimal indoor learning environments

Lee's Summit R-7 School District will screen and select the most highly qualified firms from those submitted and will select the firm considered best qualified and capable of performing the proposed work. Consultants being considered for services to support these projects would be expected to have experience in the following areas:

- Complex master planning for pre-kindergarten through grade 12 educational facilities,
- Facilitating innovative and collaborative problem-solving.
- Minimum ten (10) years' experience in the master planning of preK-12 school facilities,
- Experience in sustainable design (*new campuses and significant modernizations only*)
- Experience in designing 21<sup>st</sup> century learning spaces.
- An important component of the Facilities Master Plan will be a comprehensive involvement process to engage District staff, parents, teachers, students, and community members in identifying issues, needs, and evaluation of options, proposals and priorities. Outreach activities and meetings will occur throughout the process in order to provide key input throughout the planning process. The Consultant shall propose methods (e.g. interviews, survey, town hall meetings, and focus groups) and a schedule to obtain stakeholder input.

The Consultant is required to produce a graphic/written work-product as a result of this RFQ including, but not limited to:

- Comprehensive facility master plan document which allows for District use as an informational document to communicate the CFMP process, a teaching tool for internal/external stakeholders, a planning tool for future facility projects and

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- bond issues,
- Complete master site plans with specific identified program and instructional areas.

The data submitted will be evaluated against the following criteria:

1. The specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere.
2. The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project. Deliverables will be completed by September 1, 2018.
3. The firm's past record of performance with respect to quality of work, approach, stakeholder engagement, work product and the ability to meet time schedules.
4. The firm's proximity to and familiarity with the geographical area in which the project shall be located.

### **OVERVIEW**

The Lee's Summit R-VII School District is located in Lee's Summit, Missouri, a suburb approximately 25 miles southeast of Kansas City, Missouri and covers an area of 117 square miles. It has an enrollment of approximately 18,000 K-12 students. It is expected that the District will experience continual growth for at least the next ten years when the enrollment is estimated at 20,298 students for the 2026-27 school year. More information about the District and its facilities can be found on the District's website at [www.lsr7.org](http://www.lsr7.org). The District will provide a digital database of all existing District properties including location, land area, site improvements, square footage by use, and specialized facilities. The database includes location maps and site plans showing adjacent areas for all sites. Under a separate contract, the District uses the services of Applied Economics to assist with demographic studies. It is the intent of the District to continue to integrate these services into the Master Plan and future project assessments.

### **PROPOSAL REQUIREMENTS**

The formal proposal response shall contain the following information, in the following sequence and format. Written and in-person presentations should follow this prescribed format:

- 1) **Prime Consultant's Firm Profile and Philosophy**

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All of the information submitted should be related to the Prime Consultant. (Do not include information for any sub-consultant in this section. Sub-consultant information is to be included in Section 3).

- 2) **Prime Consultant's Project Approach**  
Submit a project approach regarding your firm's understanding of the project, its goals and objectives. In detail, describe your firm's planning process and how you propose to include district Administration, the CFMP Team, Professional Staff and the Board of Education.
- 3) **Consultant's Personnel Assigned to the Project**  
Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team, degrees and/or certifications and years of experience performing comprehensive facility master planning projects. List at a minimum, three (3) relevant projects and locations that each individual team member has worked on.
- 4) **Prime Consultant's Experience**  
Prime Consultant should provide information about its experience on similar construction projects and its overall qualifications to carry out the project. Please provide project descriptions and locations for at least three (3) relevant projects that have occurred in the last five (5) years. All of the projects submitted should be projects completed by the Prime Consultant (do not include past projects for any sub-consultant that may be included on your team). From one of the three projects referenced, please provide a sample comprehensive facility master plan report culminating the work.
- 5) **Schedule**  
Provide a detailed schedule for the work and demonstrate your firm's ability to meet this schedule. Deliverables will be completed by October 1, 2018. For this project, the schedule should include an estimate of the number of hours to complete the project.
- 6) **Consultant References**  
The Prime Consultant will provide a reference list from three (3) recent projects noted. Include district, contact name and telephone numbers. In addition, provide the annual dollar workload for each of the projects and the typical number of projects in twelve month period. All of the references submitted should be for projects completed by the Prime Consultant. (Do not include references for any sub-consultant that may be included on your team.)
- 7) **Financial Statements**  
Financial statements for the last two (2) years are required.
- 8) **Insurance Requirements**

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Firm shall maintain the following minimum insurance amounts:

- Comprehensive General Liability \$1 million per occurrence (\$2 million aggregate) for comprehensive general; liability
- Workman’s Compensation Statutory Minimums
- Automobile Liability \$1 million per occurrence
- Professional Liability/ E & O \$1 million per occurrence

**9) Legal Action/Administrative Proceeding or Arbitration**

Please describe any legal action, administrative proceeding or arbitration involving your firm in the last five (5) years, including the outcome of the action(s).

**10) Expenses**

Please indicate what expenses will be included in the negotiated fee for services and which expenses will be billed separately and in addition to the negotiated fee. Lee’s Summit R-7 School District will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

**11) Why Should Lee’s Summit Schools Utilize Your Firm/Additional Information**

Please feel free to include information describing what makes your firm or team unique.

### **SUBMITTING YOUR RESPONSE**

Your response should follow the outline above and be concise. **Failure to follow any of the RFQ’s instructions could nullify your response from consideration.** It will be the responsibility of the Prime Consultant to submit 10 copies of your proposal. Parties are requested to sign the proposal with ink, and, when in the name of a company, by some officer whose title is shown. Submissions should be sealed and packaged with clear identification to read as follows:

**“REQUEST FOR QUALIFICATIONS, LEE’S SUMMIT R-7 SCHOOL DISTRICT”**

**“Comprehensive Facility Master Planning Services”**

Lee’s Summit R-VII School District  
Purchasing Department  
702 SE 291 Highway  
Lee’s Summit, MO 64063-4306  
Attn: Christa Battaglia, Purchasing Supervisor

The deadline for submitting your response will be no later than 11:00 a.m. on November 27, 2017. **Proposals received after this date and time will not be considered. No electronic proposals or electronic modification of proposals will be considered.**

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## **REQUEST FOR QUALIFICATIONS**

Proposal questions or clarification prior to submittal may be directed to Christa Battaglia, Purchasing Supervisor, 816.986.2196 by Friday, November 3, 2017 at 12:00 p.m.

### **SELECTION**

Within a period of approximately sixty (60) days following the submittal deadline, a Selection Team will evaluate proposals, select the most highly qualified Firms and perform formal interviews. Board action is required and is anticipated at the January 2018 meeting.

### **RESERVATIONS**

The Selection Team and the Lee's Summit Board of Education reserve the right to reject any and all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgement, best meets the requirements of the project.

All costs incurred in the preparation of the response to this Request for Proposal will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Qualifications become the property of Lee's Summit R-7 School District and will be part of public record.