

REQUEST FOR QUALIFICATIONS/PROPOSALS FOR ARCHITECTURAL SERVICES FOR THE PREPARATION OF THE FIVE YEAR LOCAL FACILITIES PLAN (LFP) FOR THE LOWNDES COUNTY SCHOOL DISTRICT

PROPOSAL DUE DATE: **Wednesday September 15, 2021 by 2:00 pm**

SUBMIT VIA EMAIL TO: Jeff Hill, Executive Director of Facilities and Operations,
jeffhill@lowndes.k12.ga.us

INTRODUCTION The Lowndes County School District is soliciting for written Statements of Qualifications from firms to provide professional services to assist the district in the update of their Five Year Local Facility Plan (LFP). Scope of services includes, but is not limited to, coordination of facilities needs assessments, estimation of cost of work, coordination with local Facilities Staff and the Georgia Department of Education.

Project Deliverables shall include:

1. Verifying the inventory of all existing district facilities and any changes since the inventory was last updated
2. Student FTE historical data and projections for the next five year period
3. Facility Needs Assessment, including estimated cost for renovations, modifications, additions, new schools in the new Facility Plan
4. A system wide list of construction projects in priority order, by school and construction activity needed to effectuate the housing of students in accordance with the organizational pattern and adopted instructional program contained in the facility plan
5. Provide architectural and engineering facility condition assessments of current facilities
6. Provide updated 11X17 floor plans, per Department of Education (DOE) requirements. Hard copies, CD's, and PDF's are requested.
7. Make recommendations, as necessary to amend current LFP to meet the needs of the District

BACKGROUND The Lowndes County School District, located in Valdosta, Georgia, has approximately 10,700 students. The District has 12 sites housing students in Elementary (Pre-K-5), Middle School (6-8), and High School (9-12) as well as Parker Mathis Learning Center used by the Alternative School.

SELECTION PROCESS Responses to this Request for Qualifications/Proposals will be evaluated by the Lowndes County School System. This invitation does not commit the District to pay any costs incurred in the preparation of proposals, nor commit the District to select any firms which responds. The District reserves the right to reject any or all proposals.

RFQ/RFP CONTENT Responses to this Request for Qualification/Proposals should be brief, concise, and responsive to the specific request outlined herein. Each submittal must include:

1. A very brief letter of introduction which describes the firm's general history in educational facilities planning.
2. A statement of qualifications describing the responding firm's abilities to successfully complete this project, including past experiences in developing Facility Plans and preparing Facility Needs Assessments.
3. A brief description/resume of the person or persons you would designate to lead this effort and their experience in developing plans.
4. A brief description of your approach to this assignment
5. Your hourly rate and fees for these services, including the projected total lump sum fee
- *6. Response to the attached Proposed Project Schedule

EVALUATION CRITERIA

Proposals will be evaluated to determine the proposal most advantageous to LCS based on the following criteria:

Qualifications, experience of like projects, scheduling, and costs/fees

COMMUNICATIONS

All communications concerning this Request for Qualifications/Proposals must be submitted in writing by electronic mail to: Jeff Hill, jeffhill@lowndes.k12.ga.us

Only written questions submitted by E-mail will be accepted. No response other than what is written and distributed will be binding upon the Lowndes County School District. All requests for clarification or interpretations must be submitted to Jeff Hill on or before Friday, September 10, 2021 at 12:00 Noon.

The Proposer understands that the Lowndes County School District will determine at its sole discretion which proposal(s), if any, are accepted. Each Proposer waives any right to claim damages of any nature whatsoever, based on the selection process and any communications associated with the selection, and the final selection of the successful Proposer.

LOWNDES COUNTY SCHOOLS
LOCAL FACILITIES PLAN (LFP) DEVELOPMENT PROCESS

ALL WORK WILL BE DONE IN VERSION 2 IN COPS PLANNING UNLESS YOU ARE NOTIFIED OTHERWISE BY THE FACILITIES CONSULTANT.

FACILITY PLANS ARE DEVELOPED BY BUILDING, BY FACILITY, BY DISTRICT.

Note: This document has been amended based on the assumption that all new plans will be developed utilizing electronic means.

Architect

1. September

- A. Agreement in place with LCS
- B. Access provided to COPS Planning
- C. Schedule a review of all facilities possibly including walk through
- D. Discuss with LCS projects of improvements considered for initiation in the next five years.

These are to be included in the cost estimates regardless of funding source.

2. September/October

A. Arrange for all floor plans to be reviewed, updated and provided in PDF format to the Facilities Consultant if there are changes. Existing floor plans are available in COPS Planning (inventory/docs/1).

3. October/Early November

- A. All cost estimates completed and entered into COPS.