

Tipton Community School Corporation,
Tipton County, Indiana

REQUEST FOR QUALIFICATIONS

For Architectural Services
in connection with
2022 High School Interior Renovation
Project, 2022 Elementary School Renovation
Project, 2022 Outdoor and Extra-
Curricular/Co-Curricular Facility
Improvement Project, 2023/2024 Middle
School Renovation Project and 2023/2024
High School Renovation Project

Dated: April 14, 2021

Tipton Community School Corporation
1051 South Main Street
Tipton, Indiana 46072

1. Introduction

The Tipton Community School Corporation, Tipton County, Indiana (the “School Corporation”), is anticipating the need to undertake one or more projects (each, a “Project” and, collectively, the “Projects”) to address certain facility long-term capital maintenance needs and better accommodate the programs being provided by the School Corporation to its student and the community, which may involve all or any portion of the (a) interior renovation and upgrade of all or a portion of the existing Tipton High School anticipated to begin in the late Spring or early Summer of 2022 and be completed in the late Spring or early Summer of 2023 (the “2022 High School Interior Renovation Project”), (b) renovation and upgrade of the interior and exterior of all or a portion of the existing Tipton Elementary School anticipated to begin in the late Spring or early Summer of 2022 and be completed in the late Spring or early Summer of 2023 (the “2022 Elementary School Renovation Project”), (c) renovation and upgrade of all or a portion of the existing Extra-Curricular/Co-Curricular Facilities operated by the School Corporation and other outdoor site improvements anticipated to begin in the late Spring or early Summer of 2022 and be completed in the late Spring or early Summer of 2023 (the “2022 Outdoor and Extra-Curricular/Co-Curricular Facility Improvement Project, (d) renovation and upgrade of the interior and exterior of all or a portion of the existing Tipton Middle School anticipated to begin in either the late Spring or early Summer of 2023 or 2024 and be completed approximately one year later (the “2023/2024 Middle School Renovation Project”), and (e) renovation and upgrade of the interior and exterior of all or a portion of the existing Tipton High School not completed as part of the 2022 High School Interior Renovation Project in either the late Spring or early Summer of 2023 or 2024 and be completed approximately one year later (the “2023/2024 High School Renovation Project”). The Board of School Trustees of the School Corporation (the “School Board”) anticipates approving the use of the construction manager as constructor project delivery method permitted under Indiana Code Title 5, Article 32, as amended (the “CMc Method”), for all or a portion of the Projects. The process for the selection of the firm to serve as the construction manager as constructor on one or more of the Projects is anticipated to be conducted in the summer of 2021.

To begin the process of selecting a firm to serve as the architect of record for each of the Projects (the “Architect”), the School Corporation is requesting any firm, which is interested in serving as the Architect, submit a Statement of Qualifications (each, an “SOQ” and, collectively, the “SOQs”) at the address and by the date and time (the “Submittal Deadline”) set forth in Section 5 of this Request for Qualifications, dated April 14, 2021 (the “RFQ”). After the Submittal Deadline, the School Corporation will proceed with evaluating the SOQs that have been submitted and select a shortlist of the firm or firms the School Corporation determines in its sole and complete discretion to be the most qualified respondents (each, a “Highly Qualified Respondent” and, collectively, the “Highly Qualified Respondents”). The School Corporation will request each Highly Qualified Respondent to submit a proposal for such firm’s services if selected as the Architect and to participate in an interview process conducted by a committee established by the School Corporation. Following the completion of such interview or interviews, the School Corporation will select the firm the School Corporation determines in its sole and complete discretion to be the most qualified firm to serve as the Architect based upon the SOQs, the proposals and the interviews. The School Corporation anticipates that the professional services provided by the Architect shall include, but not be limited to, visioning, programming, community outreach, consensus building, architectural design, interior design, civil engineering, landscape architectural design, technology design, coordination with the CMc or the CMcs, as applicable, and preliminary cost estimating (prior to selection of the CMc or the CMcs),

For more information regarding the possible components of each of the Projects, please contact Dr. Ryan Glaze, Superintendent of the School Corporation at rglaze@tcsc.k12.in.us for a copy of the School Corporation’s recently completed facility assessment study. The maximum budget for all costs, including, but not limited to, all financing soft costs, construction soft costs, contingencies and loose

furniture and equipment for each of the Projects is currently estimated to be \$5,575,000 per Project. The Architect will be expected to work closely with the School Corporation faculty, staff, administration and community to help the School Corporation determine the design for each of the Projects and how each Project will support the School Corporation's educational vision. The firm's previous experience on projects using the CMc Method will be an important consideration.

2. Criteria

To determine which firm is most qualified to serve as the Architect for the Projects, the School Corporation will utilize the following criteria:

Project Team:

- Leadership
- Experience
- Expertise
- Capacity
- Diversity (MBA, WBA, Veterans)

Team Approach:

- Establishing overall vision for each of the school facilities
- Reaching consensus among stakeholders
- Adopting innovative design
- Track record of success on similar projects

Previous Experience:

- Design of school facilities for Indiana public school corporations
- Design of school facilities with a project based-learning approach with collaborative spaces and flexible environments
- Previous successful working relationship with the School Corporation
- References
- Costs of projects with similar scopes as the Projects

Project Delivery:

- Experience working with the CMc Method with public agencies in Indiana
- Budget/cost control
- Communication
- Dispute resolution

3. Submittal Requirements

A qualified SOQ must include, as a minimum, the following:

- Design Team Information:
 - Organization chart with all key personnel and working relationships
 - Resumes for key personnel including the key personnel's roles for each Project and relevant experience

- Description of the respondent's team capacity and ability to maintain the schedule for each Project
- Description of the respondent's team approach in connection with construction/renovation of public school facilities
- Project Approach:
 - Description of the process that will be used to work with the School Corporation to establish vision for the school facilities and Projects and to reach consensus among stakeholders
 - Description of the ways innovative school design will be introduced and incorporated
 - Description of how the respondent's team will provide preconstruction services prior to selection of the CMc or the CMcs
 - Description of how the respondent's team will provide guidance to the School Corporation in the selection process of the CMc or the CMcs
 - Description of how the respondent's team will work with the CMc or the CMcs
- Previous Experience:
 - List of five (5) projects completed in the past ten (10) years of similar size and/or cost for a public school corporation in the state of Indiana – include name of project, location, size, cost and school corporation's contact person
 - Description of previous experience working with the School Corporation
 - List of previous projects that are completed or in-progress that utilized the CMc Method for a public agency – include name of project, location, cost, size and public agency contact
 - List of five (5) references-include at least one reference for a project involving the CMc Method-that has completed or is completing a project with the team
- Project Management
 - Description of how the respondent's team is going to work with the School Corporation to establish and maintain the budget for each Project prior to selection of the CMc or the CMcs
 - Description of how the respondent's team expects to work with the School Corporation and the CMc or the CMcs to reconcile and maintain the budget for each Project following selection of the CMc or the CMcs
 - Description of the method and/or recommendation regarding the determination of a Guaranteed Maximum Price as permitted with the CMc Method for the CMc or the CMcs
 - Description of how the respondent's team will work with the School Corporation to establish and maintain the schedule for each Project prior to selection of the CMc or the CMcs
 - Description of how the respondent's team will work with the School Corporation and the CMc to maintain the schedule for each Project following selection of the CMc or the CMcs
 - Description of how the respondent's team will communicate with the School Corporation and the CMc or the CMcs throughout each Project

4. Submittal Format and Other Information

- Please submit one electronic copy of the SOQ in PDF searchable format
- Please submit seven hard, bound copies of the SOQ on 8 ½" x 11" paper
- Please limit size of the SOQ to no more than twenty (20) pages of information with font size of no smaller than 11 point
- The School Corporation reserves the right to waive any and all defects or inconsistencies in any SOQ or any requirements, defects or informalities in this RFQ.
- The School Corporation reserves the right to reject any and all SOQs for any reason or for no reason and to terminate any or all of the Projects at no cost to the School Corporation at any time prior to executing a contract with a firm as the Architect.
- The School Corporation reserves the right to contact any, all, or none of the respondents for clarification and/or modification of their response.
- The School Corporation reserves the right to negotiate any and all final terms of each agreement with the Architect.
- The School Corporation shall not be responsible for any costs incurred by any firm in connection with its submission of any SOQ.
- This RFQ is not an offer to enter into a contract with the School Corporation of any kind with any firm submitting an SOQ.

5. Submittal Location and Submittal Deadline

- SOQs are to be delivered to the attention of Dr. Ryan Glaze, Superintendent of the School Corporation at the Administration Office of the Tipton Community School Corporation, which is located at 1051 South Main Street, Tipton, IN 46072, no later than April 30, 2021, at 2:00 pm, local time. If responses are mailed, the post office becomes the agent of the respondent and not that of the School Corporation. **DO NOT FAX RESPONSES OR SEND RESPONSES BY ELECTRONIC MAIL. FACSIMILE RESPONSES OR RESPONSES RECEIVED VIA EMAIL ARE NOT ACCEPTED AND WILL BE RETURNED TO THE RESPONDENT WITHOUT CONSIDERATION BY THE SCHOOL CORPORATION.**
- Any late or non-compliant SOQs, as determined by the School Corporation in its sole and complete discretion, may be disqualified by the School Corporation in its sole and complete discretion.

6. School Corporation Contact Person

All questions and communications from any firm interested in submitting an SOQ shall be directed to only Dr. Ryan Glaze via either telephone at (765) 675-2147 or electronic mail at rglaze@tcsc.k12.in.us. Contact of any kind regarding any or all of the Projects or any of the matters in this SOQ by any firm submitting an SOQ or any employee or agent of such firm with any School Board member or any other employee of the School Corporation from the date of this RFQ until the selection of the Architect by the School Board will be considered grounds for disqualification of such firm.