



**GULF SHORES**  
CITY SCHOOLS

**REQUEST FOR PROPOSALS (RFP)**  
**Planning and Architectural Design Services**

Gulf Shores City Schools  
RFP 2020-02

## **I. Project Name**

Gulf Shores City Schools Capital Planning and Architectural Design

## **II. Project Summary**

The Gulf Shores City Schools System (“the System”), pursuant to this Request for Proposals for Design Services (RFP), is soliciting proposals from professional firms to provide master planning, and schematic architectural design services.

### **A. Overview**

Gulf Shores City Schools was formed on June 1, 2019. The System has three school campuses: Gulf Shores Elementary, Middle, and High Schools. The System anticipates the need for additions and renovations to existing campuses and construction of new schools.

The Gulf Shores City Council formed the school system after an expression of overwhelming support from the community. The goal of Gulf Shores City Schools is to provide a personalized, and rigorous education to all students in safe and state-of-the-art facilities. Our teachers will utilize innovative teaching techniques that incorporate the most appropriate devices and the natural resources of the Gulf Coast region. The Gulf Shores Board of Education has identified the following purpose statement and core values:

#### Purpose Statement

The purpose of Gulf Shores City Schools is to provide engaging learning environments, rigorous academics, and to incorporate the unique resources of our community to empower all students to achieve success.

#### Core Values

- Promoting rigorous, comprehensive, and relevant curriculum that prepares students to become productive citizens and lifelong learners.
- Developing self-reliance by incorporating the student’s physical, mental, emotional and social well-being into the teaching/learning environment.
- Fostering inclusive, engaging members of society, and encouraging critical and creative thinking.
- Recruiting and emboldening the best and the brightest faculty and staff and rewarding innovation and collaboration.
- Instilling a sense of pride in our schools by engaging the Gulf Shores community in the educational experience.

The Board of Education is committed to developing valuable partnerships that will assist in reaching the identified core values. Through the Request for Proposals, the Board expects to identify a firm(s) that has aligned vision and beliefs.

#### **B. Goals**

This RFP is intended to gain responses from qualified planning and architectural design teams who have demonstrated experience with providing exceptional architectural, and master planning services to leading school systems around the country.

The deliverables of this project will include schematic designs for renovations and additions to existing schools, and plans for new schools based on growth projections. All of these products will be incorporated into a long-term capital plan which is intended to be implemented by the System in future years.

### **III. Scope of Work**

The selected firm or team will provide architectural and master planning services for the System including, but not limited to the following:

- A. Master Planning, schematic design including conceptual floor plans and elevations and cost estimating of renovations/expansions to existing elementary and middle school campus to accommodate pre-k-5
- B. Master Planning, schematic design including conceptual floor plans and elevations and cost estimating of renovations/expansions to existing high school campus to accommodate grades 6-8
- C. Master Planning, schematic design including conceptual floor plans and elevations and cost estimating for new high school campus to accommodate grades 9-12 on approximately 200 acres of city-owned property
- D. Other services customarily provided by an Architect and its consultants

### **IV. Qualifications**

Firms or teams that respond to this request are expected to be able to demonstrate significant experience in the following areas:

- Master planning, programming, design, and construction of innovative school campuses and athletic facilities
- Designing campuses that respond to both the built and natural environments
- Integrating resilient and sustainable design elements in a cost-effective manner

*Note: Proposal evaluation criteria is specified in paragraph VI "Selection Process and Schedule"*

## **V. Submission Requirements**

Sealed proposals may be mailed or delivered directly to the System at the following address:

Mail to:	Gulf Shores City Schools Attn: Sandi Harris Post Office Box 3908 Gulf Shores, AL 36547	Physical:	Gulf Shores City Schools Attn: Sandi Harris 300 E 16 <sup>th</sup> Ave. Gulf Shores, AL 36542
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Proposals must include at least five hard copies and one pdf copy (disk or flash drive). Proposals must be delivered by 4:00 pm on Friday, August 14, 2020. Please provide the following information on the outside of the envelope of container:

**Gulf Shores City Schools  
Request for Proposals Submittal  
Planning and Architectural Design Services**

SUBMITTING FIRM NAME  
SUBMITTING FIRM CONTACT  
SUBMITTING FIRM ADDRESS  
SUBMITTING FIRM CONTACT INFORMATION

For consistency in proposals, please arrange content in the order listed below:

- A. **Cover Letter / Summary**  
Provide a cover letter providing a summary of the information contained in the proposal. Include a statement in the letter naming the person or persons authorized to represent the consultant in any negotiations and sign any contract that may result.
- B. **Insurance Coverage**  
Provide a description of your insurance program and coverages.
- C. **Firm Key Personnel Qualifications**  
Provide a list of personnel and resumes of persons who will be on the team for this project.
- D. **Project Approach**  
Provide a summary of the approach the firm believes is most appropriate to complete required work.
- E. **Project Timeline**  
Provide an estimated project timeline to complete all phases of the project.
- F. **Proposed Fee**
- G. **Relevant Projects**

The System understands the importance of experience gained through the successful completion of past projects of similar scope and complexity. Provide up to five (5) relevant projects successfully completed by the Submitting Firm within the last ten (10) years. For each project, include the following information:

1. Project Name
2. Initial Project Budget and Final Project Cost.
3. Project Start & Finish Date
4. Design Duration
5. Detailed Project Description
6. Description of Project Relevancy and Project Specific Challenges
7. Project Photos
8. Key Personnel - identify key personnel who worked on the project and are also proposed on this project.
9. Owner or Facility Manager Reference – please include current phone and email contact information

E. **Alabama Immigration Law Compliance**

In compliance with Act 2012-491: Upon entering this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. Proof of enrollment in E-Verify for Immigration Law Compliance is required **FROM THE AWARDED BIDDER** – An acceptable proof of enrollment with E-Verify would be an E-VERIFY MEMORANDUM of UNDERSTANDING (MOU).

F. **Open Trade**

Section 41-16-5, Code of Alabama (1975): By signing this submittal/contract, the awarded bidder represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

G. **Supporting Information**

Include any other information deemed pertinent to this RFP.

## VI. **Selection Process and Schedule**

Following is a tentative schedule for the selection process which may be subject to change.

July 1, 2020	Advertisement of RFP begins
August 14, 2020	Deadline to submit proposals

September 1, 2020	Proposal evaluations – shortlist created
September 2020	Shortlist Presentations/Interviews
October 2020	Selection/Negotiation

Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

Proposals from respondents will be objectively reviewed and evaluated. This review will be performed by a Selection Committee comprised of System staff, board members, city officials, and other persons as deemed necessary. The Selection Committee will identify a shortlist of firms based on the evaluation criteria.

Presentations and interview sessions will be scheduled with the shortlisted firms to permit the Selection Committee to further evaluate each firm’s qualifications and proposal. (Note: The System reserves the right to waive the presentation/interview session requirements if in the best interest of the System)

The Selection Committee will rank the firms separately based on the results of the presentation/interview and evaluation criteria.

**Proposal Evaluation Criteria:**

Firm overall experience and reputation	25
Architecture Design experience/expertise of key personnel	25
Campus Master Planning experience/expertise of key personnel	25
Record of successfully completed projects in regards to design, management, cost control, schedule, etc.	10
Design team’s proximity to and familiarity with Gulf Coast region	10
Compliance with format and content of proposal	5
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**Additional Information**

Any future addenda, responses to inquiries, or other information related to the RFP will be provided on the school system website [www.gsboe.org](http://www.gsboe.org).

**Contact Information**

Any questions regarding the RFP should be submitted by email to the Superintendent, Dr. Matt Akin, [makin@gsboe.org](mailto:makin@gsboe.org). If a question of general concern is asked by any firm with regards to this RFP, a copy of the written response will be sent to all firms who have emailed a question or emailed a statement of interest.

## **VII. General Terms and Conditions**

- A. Any respondents to this Request (including any member of firm or sub-consultant) are prohibited from having any communications concerning this solicitation for a competitive procurement with ALL System and City staff and elected officials from the time of release of the solicitation until the contract is awarded, except as provided within this Request. All communications regarding this solicitation shall be by way of written Request for Information. Any vendor or firm who violates this provision shall cause their proposal to be considered ineligible for award. This prohibition does not apply to 1) Delivery of the Respondent's submittal; 2) Discussion at the interview; 3) Delivery of written questions about the RFP; and/or 4) Review of background/contract documents with the City staff.
- B. Any cost incurred by respondents in preparing or submitting a proposal for this RFP shall be the respondent's sole responsibility
- C. All responses, inquires, or correspondence relating to this RFP will become the property of the System when received.

The System reserves the right to (1) reject any or all proposals not in compliance with the RFP procedures if it is in the best interest of the public to do so, (2) to take no action on the accepted RFP's, (3) waive informalities in the proposals, (4) to select the proposal(s) which appear to be in the best interest of the System, (5) limit the number of qualifying firms to be selected, and (6) request additional information or clarification of information provided in the response without changing the terms of the RFP.

## **VIII. Warranties**

**By responding to this RFP, firms/individuals submitting proposals warrant and represent the following:**

- 1. The firm/individual does not have a judgment lien against its property for a debt to the United States.
- 2. The firm meets all qualifications outlined by the State of Alabama, Alabama State Department of Education, and the City of Gulf Shores.