

# Weld Re-5J School District

## Request for Qualifications for Fixtures, Furnishings, and Equipment



**Weld Re-5J School District**  
**2020-24 Capital Construction Program**  
110 Centennial Drive, Unit A  
Milliken, CO 80543

**Owner's  
Representative:**

**RLH engineering, inc.**

Project Management & Environmental Consulting  
601 Gyrfalcon Court, Unit A  
Windsor, Colorado 80550  
970-686-5695  
970-686-5696 fax

The purpose of this Request for Qualifications/Proposal is to obtain qualifications, capabilities, and a pricing structure from qualified firms interested in providing project planning, design development, delivery and installation of fixtures, furnishings, and equipment (FF&E) for multiple Projects currently underway or planned in Weld Re-5J (Johnstown/Milliken).

Weld Re-5J passed a \$149 million bond question on the November 2020 ballot to fund capital projects throughout the District. The projects include renovating existing schools to enhance security and create capacity in overcrowded schools, roof and HVAC repairs/replacements, and improvements to educational spaces for college and career preparation, and other critical building upgrades. Additions/renovations at two (2) existing elementary schools and on (1) existing middle school, two (2) replacement schools are planned, and a conversion of the existing High School into a Middle School.

**I. RFQ TIMELINE AND GENERAL REQUIREMENTS** (Dates are tentative and subject to change)

- 12/7/20 Issue FF&E RFQ
- 12/10/20 Clarification Deadline for Questions by 4:00 p.m.
- 12/14/20 Response to Clarification Questions sent to all applicants meeting the deadline for notification.
- 12/18/20 **Qualifications due from applicants by 4:00 p.m.**
- 12/23/20 Selection of successful FF&E firm, notification of selection, and begin fee and contract negotiation (all contracts will be subject to attorney review and approval)
- 1/6/21 District Board meeting to approve FF&E contract

Prospective FF&E firms must submit one (1) copy in electronic format of RFQ response in an email, clearly identifying that this is a response to this RFQ, addressed to the primary contact:

Owner's Representative for Weld Re-5J School District:

RLH Engineering  
Matthew C. Little  
[mlittle@rlhengineering.com](mailto:mlittle@rlhengineering.com)  
(970) 415-3651

All official communication with Applicants and questions regarding this RFQ will be via email to the District's primary contact, Matt Little ([mlittle@rlhengineering.com](mailto:mlittle@rlhengineering.com)).

The District reserves the right to accept or reject any or all qualification statements depending on the best interests of the District. All costs incurred by prospective FF&E vendors associated with qualification statement preparation, interviews and contract negotiations are the responsibility of the FF&E vendor.

## **II. PROJECT DESCRIPTION(S) AND BACKGROUND**

### **A. Milliken Elementary School, Pioneer Ridge Elementary School, and Milliken Middle School Renovations**

#### **1. Locations**

Milliken Elementary School  
100 Broad Street  
Milliken, CO 80534

Pioneer Ridge Elementary School  
2300 Cinnamon Teal Avenue  
Johnstown, CO 80534

Milliken Middle School  
266 South Irene Avenue  
Milliken, CO 80534

#### **2. The Facilities**

As part of the Bond program, the facilities are requiring capital renewal upgrades, secured entry upgrades, mechanical systems upgrade, and full furniture replacements.

#### **3. Budget**

The design and construction budget for the Milliken Elementary School renovation is \$4.5M.

The design and construction budget for the Pioneer Ridge Elementary School renovation is \$2M.

The design and construction budget for the Milliken Middle School renovation is \$5.5M.

#### **4. Schedule and Delivery**

Weld Re-5J anticipates using Design-Bid-Build for these facilities. The Milliken ES and Pioneer Ridge ES projects are scheduled to begin construction in 2022 and be complete in August 2022. The Milliken MS project is scheduled to begin construction in 2024 and be complete in December 2024.

## **B. New Weld Re-5J High School**

### **1. Location**

TBD

The District has two prospective sites that are currently being evaluated for selection.

### **2. The Facility**

This New Weld Re-5J High School is programmed for 230,000 square feet on a 60-80 acre site supporting a student population of approximately 1,300. The budget for this project is \$110,000,000 which is intended to include all hard and softs for development. The District is working to develop and expand opportunities for Career and Technical Education opportunities for all students in addition to College Readiness. With this new flagship High School, the District intends to take the spirit of the Rough Rider community and embody those principles of excellence, teamwork, and collaboration in the new campus.

### **3. Budget**

The projected design and construction budget for the new Weld Re-5J High School is \$110M.

### **4. Schedule and Delivery**

Weld Re-5J is currently soliciting a Design Build RFQ for the team that will build the new High School. Construction will begin in June 2021 and be ready for occupancy in August 2023.

## **C. Existing Roosevelt High School conversion into Middle School**

### **1. Location**

Roosevelt High School  
616 North 2<sup>nd</sup> Street  
Johnstown, CO 80534

### **2. The Facility**

Following occupancy of the New Weld Re5J High School the Design Build Team will be tasked with the renovation of the existing Roosevelt High School into a new District Middle School. The budget for this work (hard and soft cost total), is \$16,000,000. The project may pursue at BEST Grant match depending on the investigation of the current facility condition and final construction solution. The conversion of the existing Roosevelt High School is

anticipated to be a mix of addition and renovation and at full build-out support a 900 student 6-8 Middle School.

### **3. Budget**

The projected design and construction budget for the RHS conversion is \$16M.

### **4. Schedule and Delivery**

Weld Re-5J desires to have the new construction completed and prepared for August 2024 occupancy. Weld Re-5J anticipates using Design-Build delivery for this project. The District is currently assessing Design Build team submittals, with selection and contract in early 2021. The redevelopment of the Roosevelt High School is anticipated to take place following the opening of the new Weld Re-5J High School with completion by June 2024.

## **D. New Letford Elementary Replacement School (BEST funded)**

### **1. Location**

Land that has been donated by the Town of Johnstown  
155 Silverbell Drive  
Johnstown, CO 80534

### **2. The Facility**

As part of the Bond program, the District will replace the aging Letford Elementary School with a new facility on a new 10 acre site. Weld Re-5J School District secured a BEST Grant to partially fund the new 75,000 SF four track Elementary Serving approximately 600 students. The new school is planned to be LEED Gold.

### **3. Budget**

The design and construction budget for the new Elementary School is \$34.1M.

### **4. Schedule and Delivery**

Weld Re-5J anticipates using Construction Manager / General Contractor (CM/GC) delivery for this project. Weld Re-5J is undergoing AE selection for this project currently, with the Architect to be chosen in January 2021. The project is scheduled to begin construction in 2021 and be open for students August 2022. Once occupied, the existing Letford Elementary is scheduled to be demolished and the site converted to a City Park.

### **III. SCOPE OF SERVICES:**

Proposal for Furniture, Fixtures & Equipment shall include as a minimum the following:

#### **A. Scope of Work- Programming**

- Needs analysis meeting
- Review projects parameters and goals
- Perform audit of existing furniture at existing school.
- Interview individual departments (Principal, Media Centers, Art, Science, Music, Etc.)
- Determine individual, departments and classroom furniture, equipment and special requirements.
- Site verify field conditions/measurements (if applicable) Auto CAD drawings required

#### **B. Design Development – Furniture Layout and product application**

- Develop office workstations and classroom designs
- Create furniture plan
- Review with School District
- Revise as needed
- Finalize space plan of areas
- Preliminary budgets generated
- Review budgets with School District

#### **C. Contract Documentation and Administration – Technical Specifications**

- General product specifications
- Review all final drawings and specifications with School District
- Preparation of installation packages
- Plot drawings and print all specifications
- Conduct pre-installation meetings
- Ensure competitive bidding
- Provide budget amounts – post bidding
- Provide final budget amounts and review with the District
- Review Warranty on products with the District

#### **D. Furniture Delivery and Installation**

- Schedule delivery of products according to School Districts timelines
- Provide all labor, materials, equipment, and supervision to deliver, set up, and install products onsite as specified in accordance with contract documents

- Provide all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by Owner's Representative
- Inspect all deliveries for shortages or damage and in conjunction with School District, create punch list. Retainage will not be released until punch list has been resolved to Owner's satisfaction
- Final walkthrough, Inspections, and acceptance of the projects
- The FF&E firm is to keep corridors and access points free and clear of debris and furniture
- Ensure firm has supervision on site during all deliveries

#### **E. Submittals**

- Develop CAD drawings and floor plans showing spaces allocation/furnishings as specified in Scope of Work Section 1
- Submit brochure or actual samples for final product selection during the Design Development phase
- Submit copies of Operation and Maintenance Manual. This manual should contain narrative on operation of any equipment, preventive maintenance including, cleaning, adjustment, and lubrication schedules (if required). The manual should also contain a copy of the manufacturer's warranty and service agreement.
- Submit Materials Safety Data Sheets (MSDS) as applicable.
- Submit certification that, to the best of the manufactures and subcontractors knowledge, no asbestos containing materials have been incorporated into these projects.

#### **IV. Qualifications Section:**

In order to select the most responsive responsible bidders for Weld Re-5J FF&E Projects, we are asking that the prospective firms respond to the following:

Quality of Submittal

Provide a complete and well organized response to this RFQ

Approach to Projects

Provide a detailed description of understanding of the project and identify firm's approach to the projects. Include the following:

- Planning/Programming/Design – Describe your firm’s process for working with the Owner through the various stages of design, product/material selection, procurement or manufacturing, and delivery/installations
- Quality Assurance – Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the District may add during a later phase of work, delivery and install process, punch process, and warranty tracking.
- Storage Capabilities – Detail the physical warehouse space, including City and State where items will be stored pending final delivery to the School Sites.
- Key Supplier Relationship – List the Key suppliers/manufactures that your firm represents for K-12 projects in Colorado. Describe how the relationship will benefit the District. How many manufactures are available through each contract? Is a discount schedule available per manufacturer, and will the manufacturer contract allow for pricing based on volume?
- Online Product Management – Describe your online management system, including online layouts, equipment lists, delivery information, project calendars and communication tools.
- Vendors – Provide a list of the vendors your will be using for the projects
- Warranty – List the warranties provided.
- Bidding – Describe how your firm will ensure competitive bidding for the work on these projects.
- Budget – Describe how your firm will help the District establish a budget for each project, and manage the budget to stay within that dollar amount.
- Sustainability – The new Letford Elementary Replacement School will be a BEST funded LEED Gold school. Describe how you will incorporate sustainability to help the District achieve this goal.

#### Work Experience



- Provide a list of K-12 projects (in the State of Colorado) that your company has successfully completed in range of the Weld Re-5J project size. Provide references (Phone, address, and email)

Planning/Design Personnel

- Provide a list of key personnel, skills and qualifications, technical competence, experience on similar size projects, and work load during the delivery and install of Weld Re-5J projects.
- Specifically identify the person(s) who will be the project manager and their office location

Project Management / Delivery and Install Personnel

- Provide a list of all key personnel, skills and qualifications, technical competence, experience on similar projects, and workload during the delivery and install of Weld Re-5J projects.
- Describe of delivery and install will be subcontracted and physical location of proposed team.

Insurance Certificate: Provide a sample insurance certificate, which identifies types of coverage's, offered by your firm.

<u>Type</u>	<u>Limits (Minimum)</u>
Commercial General Liability - Occurrence Based	\$1,000,000 each occurrence \$2,000,000 general aggregate \$2,000,000 prod./comp. ops. agg.
Automobile - Any Auto - Hired Autos - Non-owned Autos	\$1,000,000 comb. single limit
Excess/Umbrella - Occurrence Based	\$2,000,000 each occurrence \$2,000,000 aggregate
Worker's Compensation	Statutory Limits
Professional Liability	\$2,000,000 per claim \$2,000,000 aggregate

1. The selected firm will be required to indemnify and hold Weld Re-5J and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers' compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the negligent acts of the successful firm or its agents or employees.

2. The selected firm shall indemnify and hold the Weld Re-5J and its agents and employees harmless from any and all claims, causes of action, suits and liabilities, including attorneys' fees and costs arising out of or relating to disclosure of any information included in the successful firm's proposal.
3. Prior to the commencement of any work, Firm shall forward Certificates of Insurance to Weld Re-5J and its Owner's Representative. The insurance required shall be procured and maintained by the Firm for the duration of the contract. The insurance shall be with a carrier licensed in the state of Colorado and shall have "A" or better Best rating. **The District will not accept any form of Agreement or General Conditions in which a Limitation of Liability states any figures less than the insurance limits noted above.**
4. Firm shall name Weld Re-5J as additional insured on all insurance except Workers' Compensation.

**The undersigned hereby affirms that:**

- He/she is a duly authorized agent of the propose;
- He/she has read the RFQ terms and conditions, Form of Agreement and any technical specifications which were made available and fully understands and accepts those terms unless specific variations have been expressly listed and identified with the firm's response to this RFQ.
- The proposal is being offered independently of any other responder.

SUBMITTING/RESPONDING FIRM: \_\_\_\_\_

By: _____	_____
Manual Signature of Agent	Date
_____	_____
Typed/Printed Name of Agent	Title of Agent

**Note: Bid Proposals without the manual signature of an authorized agent of the proposing firm shall be considered non-responsive and ineligible for award.**

Name of Contact Person (if different from Agent): \_\_\_\_\_

**VI. Evaluation Criteria:**

Response to the RFQ/P will be based on the following:

<b><u>Criteria</u></b>	<b><u>Point Value</u></b>
Quality of Submittal	20 points
Approach to Project	30 points
Work Experience/References	25 points
Key Personnel Experience	20 points
Delivery and Install Fee	5 points
Insurance Certification	Prerequisite
Total	100 points

Award of Contract:

The District reserves the right to request and conduct interviews, either by phone or in person.

Submission of a proposal indicates bidder's acceptance of the evaluation method. The district reserves the right to reject any or all proposals for any reason, and to re-issue the RFQ.

The District intent is to award a single contract to a full service FF&E firm for all schools, however reserves the right to award school contracts independently.

**VII. LEGAL REQUIREMENTS**

A. Verification of Information:

Applicants are hereby notified that Weld Re-5J will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the District deems necessary and appropriate in its sole discretion, the District reserves the right

to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

**B. Disclosure of Information:**

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to Weld Re-5J, appropriately identify materials, which are not subject to disclosure. In the event of a request by the District for disclosure of such information, the District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to the District.

**C. Discrimination in Employment:**

In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

**D. Applicable Laws:**

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

**E. Cost of Developing Qualifications:**

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the Service Provider. The District assumes no liability for any costs incurred throughout the entire selection process.

**F. Qualification Ownership:**

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

G. Addenda:

As Weld Re-5J may require, addenda may be issued to supplement this RFQ. All Applicants who submit their intent and are in receipt of the RFQ are considered registered. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Applicant submitting a response has affirmatively registered with the District for this project and has received all subsequent communications relating to the project. Applicants will be responsible for all such information issued by this method.

H. Contract

The successful firm will be required to enter into a written contract with the District in a form acceptable to the District.

Weld Re-5J thanks you for your time and effort in responding to this RFQ.