



SELECTION CRITERIA FOR HIRING YOUR CONSTRUCTION MANAGER AND ARCHITECT TO CREATE A SUCCESSFUL PARTNERSHIP

SELECTION CRITERIA FOR HIRING YOUR CONSTRUCTION MANAGER AND ARCHITECTS TO CREATE A SUCCESSFUL PARTNERSHIP *INTRODUCTIONS*



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SELECTION CRITERIA FOR HIRING YOUR CONSTRUCTION MANAGER AND ARCHITECTS TO CREATE A SUCCESSFUL PARTNERSHIP

Agenda:

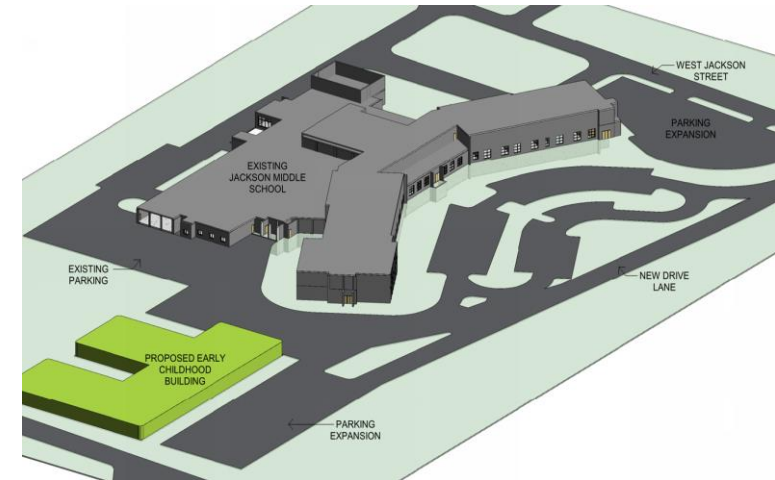
- When and Why to Consider an Architect
- When and Why to Consider a CM
- Criteria for Selection
- Q&A



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When do you know you need a Architect?

- Larger Projects
- Code Compliance and Life Safety
- Expertise in K12 Design
- Expertise in K12 Construction Process and delivery methods
- Requires more complex construction documents
- Advocate for Owner - checks and balances



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When do you know you need a CM

- Size, Timeline, Knowledge and Expertise
- District staff capability/capacity,
- CM experience in K12 education,
- Knowledge on specific work type
- Requires more complex construction documents, ex: bid form, multiple sub bids, capacity of competitive bids by trade



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Owner's Contributions / Role

- Connecting internal staff and experts, stakeholders to CM and Architects
- Value Engineering
- Budget Control
- Owners perspective in-process
- Be part of process,
- You make ultimate decision

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Criteria to Select a Qualified Architect - RFQ

- Company Profile/Size/History
- K12 Experience - number and size of relevant projects, school districts
- Team Members Resumes / References - pick best fit, who you like working with.
- Quality Control / Cost Control methods
- Capital plans: 5-year, 10-year plans to align with funding, and communicating true needs to community.



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- Sample RFQ
- RFP

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**
[Date of Issuance]
[School District]

**Highlighted Areas Are Intended for Editing
Please Make Sure You Can View the Comments in the Right Margin
Version 2.00*

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFQ Submission
RFQ's are due by [Month, Date, Year] at [12:00 p.m.] local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:
[written quantity] [numeric quantity] bound copies; and
one (1) digital copy via [email; 3rd party website; or USB Drive] to:
[Contact Person]
[Title]
[School District]
[Address Line 1]
[Address Line 2]
[Phone]
[Email]

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **"Request for Qualifications - Architectural Services for [School District]"** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule
The following is the proposed schedule for the selection of firms to provide architectural services:

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Requirements of RFQ Submission

- Deadlines
- School District Background
- Legal Terms and Conditions

Proposal Content

- Firm Description - size, history

Firm Experience and Capabilities

- PE & Athletic spaces
- Cafeterias and food service
- Career and Technical Education
- Pools
- Auditorium and performance spaces
- Special Education



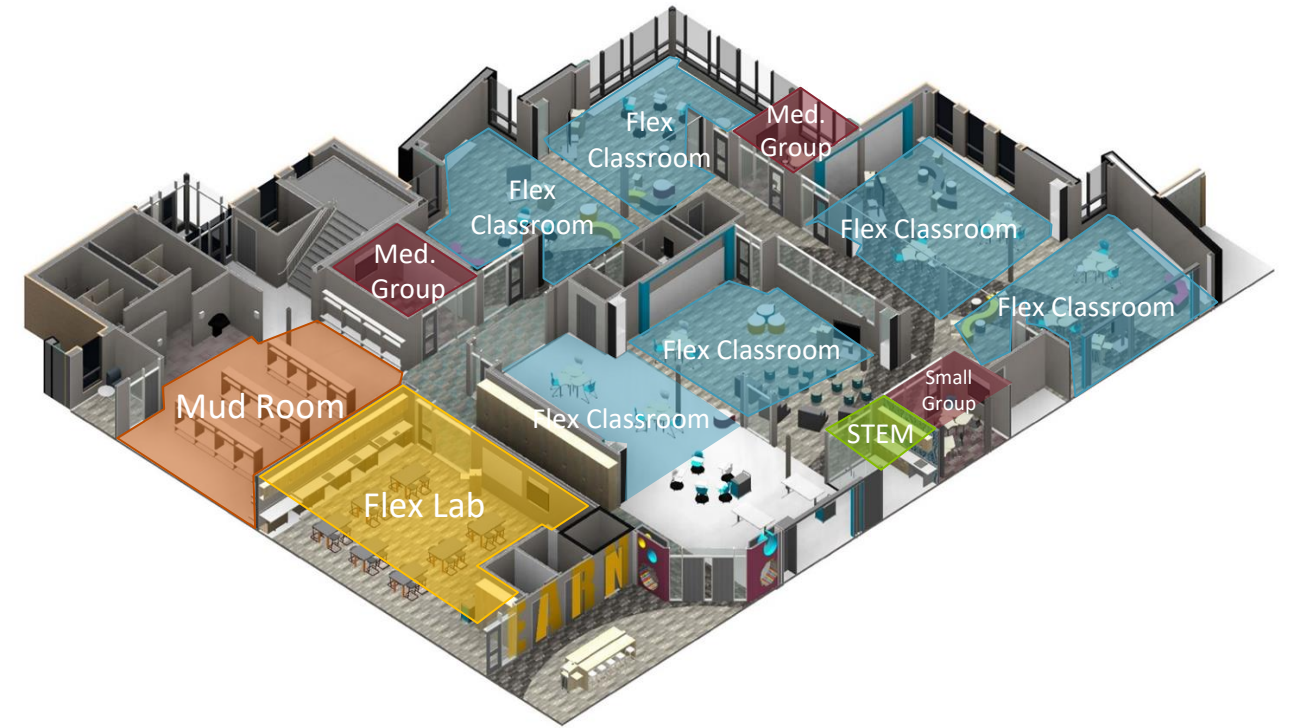
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- Key Personnel & Experience - Who will you work with?
- In-house consultants, full-service
- Project Management and Budgeting Approach
- Strategies for collaboration, communication, and community building
- Investigate bidders to insure
- References in Illinois or Wisconsin



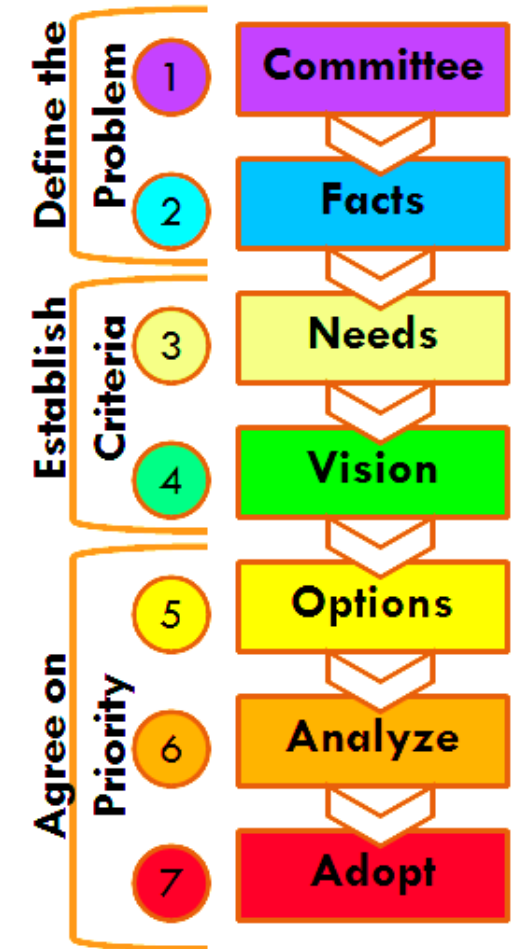
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- Architects Design Expertise
 - Decision making
 - Owner long-term relationship
 - School function, programming
 - Educational Planning
 - Integration of engineering
 - Construction and Contract Admin
 - 5-Year, 10-Year Facility Plan



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- Project Approvals from:
 - Administration
 - End users
 - School Board
 - Village/City Public Works
 - Zoning Commission
 - Regional Office of Ed



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- Importance of Partnership with your Architect, CM and Owner
 - 5-year long-term plans
 - Budgeting
 - Prioritizing
 - Presenting to Staff, School Board and Community
 - **Builds trust**

ARDMORE - FACILITY CONDITIONS MATRIX

Category	Description	Priority	2019 Cost	2020 Cost (w/ 4% Escalation)	2021 Cost (w/ 4% Escalation)	2022 Cost (w/ 4% Escalation)	(w/ 4% Escalation)
SITE	East Parking Lot: Replace bituminous material (surface/binder). Plus 25%	3	\$ 74,500				
	North Play Area: Replace bituminous material (surface)	3	\$ 25,000				
	West Parking/Trash Pick-Up Area: Add seal coat.	3	\$ 1,000				
	South Play Area: Replace bituminous material (surface). Plus 25% allowance for full-depth replacement (including stone).	3	\$ 18,500				
EXTERIOR	Replace sealant at metal panel fins.	2	\$ 115,200			\$ 129,584	
	Replace rusted metal panel fins (2 locations).	2	\$ 5,000			\$ 5,624	
	Sealant at windows needs to be monitored for replacement.	2	\$ 23,000			\$ 25,872	
	Replace sealant at doors 1, 3, 5, and 9.	2	\$ 1,700			\$ 1,912	
	Brick expansion joint sealant needs to be replaced at 2002 addition and at 1970 addition.	2	\$ 7,200			\$ 8,099	
	Sealant/mortar at precast sills on 2002 addition needs to be monitored for replacement.	2	\$ 1,650			\$ 1,836	
	Minor crack in foundation (2 locations) - epoxy fill.	2	\$ 2,500			\$ 2,812	
	Gap at concrete steps/sloop and exterior walls - potential water infiltration point at door 6.	2	\$ 900			\$ 1,012	
	Gap at asphalt and exterior wall - potential water infiltration entire length of original building.	2	\$ 2,500			\$ 2,812	
	Minor cracks in sidewalks - replace damaged areas.	3	\$ 1,200				
	Rusting railings need to be replaced - from entrance and door 10.	3	\$ 1,340			\$ 1,735	
	Monitor face brick and mortar for tuck-pointing at north end of original building.	3	\$ 20,000				
ROOF	Missing ridge vent on original building.	3	\$ 1,800				
	Replace built coping.	3	\$ 7,200				
	Monitor face brick and mortar for tuck-pointing at north end of original building, chimney, and penthouse.	2	\$ 20,000			\$ 22,497	
	Extend VTRs.	1	\$ 1,000	\$ 1,040			
	Install free-standing full protection at condensing unit.	1	\$ 4,500	\$ 4,680			
	Patch cracks in built-up roof along west parapet.	5	\$ 900				
Replace Roof 2.	2	\$ 41,447			\$ 46,622		
Replace Roof 4.	2	\$ 10,776			\$ 12,122		



QUESTIONS & THOUGHTS

WE'RE HERE TO BE YOUR RESOURCE



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