



Hamilton School District #3
Request for Qualifications for Architectural/Engineering Services
Hamilton School District #3 – Pre-Bond Services

The Board of Trustees of Hamilton School District #3 (HSD3) require services from a qualified Architectural/Engineering firm to assist in the programming, planning, design and budgeting for a new or improved Middle School facility. It is Hamilton School District's desire to engage a qualified firm to assist with pre-bond planning in preparation for a May 2022 general obligation bond vote.

Requirements

- Assist District with analysis of options to improve Middle School facilities including:
 - Extensive remodel and addition of existing Middle School located at 209 S 5th Street.
 - Extensive remodel/addition or new facility to HSD3 Westview property located at 103 S 9th Street.
 - New facility to be built at HSD3 property adjacent to the existing high school on Freeze Lane.
- Existing facility assessments and studies.
- Provide conceptual cost estimates.
- Provide renderings and 3D modeling as needed.
- Participation in and support for public outreach and stakeholder entities.
- Participation in HSD3 planning exercises.
- Participation in presentations to the Public and the School Board.
- Recommend responsible "sustainable" design practices that meet established budgets.

Submittal Requirements

1. Cover letter / Statement of interest.
2. Description of firm's relevant experience with projects of similar size and scope.
3. List examples of your firm's specific experience with designing and completing projects of similar scope and size on time and on budget.
4. References and contact numbers from previous representatives of projects completed of similar size and scope.
5. Proposed staff and relevant experience.
6. Current workload and ability to perform the work of this request.

Interested firms are asked to provide five (5) sets of any materials and one (1) flash drive as part of their Request for Qualifications packet. Submissions are to be received by 4:00 p.m., June 15, 2021

Mr. Tom Korst, Superintendent
Hamilton School District #3
17 Daly Ave, Hamilton, MT 59840

Late Submissions will not be accepted.



Selection Process

Submissions will be assessed by a HSD3 appointed committee per the objective / subjective scale outlined below. A maximum of four firms with the highest numeric scores will be “shortlisted” and invited to interview at School with the selection committee. Unsuccessful firms will be notified immediately after the selection process is complete. After the interviews, the District will enter into negotiations with the highest ranked firm. If negotiations are successful, the other firms will be informed immediately. If negotiations are unsuccessful with the highest ranked firm, the negotiations may be terminated and start anew with the second ranked firm, and thus, until a suitable agreement can be reached.

Depending on the number and quality of submissions received, the District reserves the right to make the selection of the preferred firm based on the submission information alone and may decline to conduct the interview stage of the selection process.

Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:

1. Experience with projects of similar size and scope in this region 25%
2. Key team member qualifications and experience 25%
3. Capability to meet time and project budget requirements 25%
4. Local professional resources to be utilized for this effort 5%
5. Recent and current work on pre bond planning projects 15%
6. Current and projected workloads 5%

Timeline for review and selection as follows:

Submission of firm’s qualifications due:	June 15, 2021 - 4:00 PM to District’s Business Office
Review/shortlist RFQ’s by the District:	June 16, 2021
Interview shortlisted firms:	June 24, 2021
Notice to the public of rankings	July 1, 2021
Selection:	Board approval; begin negotiations with highest ranked firm

This RFQ shall not commit HSD3 to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District’s best interest to do so.

End of This RFQ