

REQUEST FOR QUALIFICATIONS/PROPOSALS FOR ARCHITECTURAL SERVICES FOR THE PREPARATION OF THE FIVE YEAR LOCAL FACILITIES PLAN (LFP) FOR THE LOWNDES COUNTY SCHOOL DISTRICT

PROPOSAL DUE DATE: FRIDAY, ***JULY 13, 2016 by 2:00 pm***-Lowndes County School 1592 Norman Drive, Valdosta, GA 31601 Phone: 229-245-2250 Attn: Terri Welden

If your firm intends to submit a proposal, please email stevecoleman@lowndes.k12.ga.us by June 28, 2016 with your stated intent.

INTRODUCTION The Lowndes County School District is soliciting for written Statements of Qualifications from firms to provide professional services to assist the district in the update of their Five Year Local Facility Plan (LFP). Scope of services includes, but is not limited to, coordination of facilities needs assessments, estimation of cost of work, coordination with local Facilities Staff and the Georgia Department of Education.

Project Deliverables shall include:

1. Verifying the inventory of all existing district facilities and any changes since the inventory was last updated
2. Student FTE historical data and projections for the next five year period
3. Facility Needs Assessment, including estimated cost for renovations, modifications, additions, new schools in the new Facility Plan
4. A system wide list of construction projects in priority order, by school and construction activity needed to effectuate the housing of students in accordance with the organizational pattern and adopted instructional program contained in the facility plan
5. Provide architectural and engineering facility condition assessments of current facilities
6. Provide updated 11X17 floor plans, per Department of Education (DOE) requirements. Hard copies, CD's, and PDF's are requested.
7. Update Lowndes County School District FIT Software
8. Make recommendations, as necessary to amend current LFP to meet the needs of the District
9. Provide (2) sets of comprehensive reports, complete with floor plans. Templates provided by DOE shall be used.

BACKGROUND The Lowndes County School District, located in Valdosta, Georgia, has approximately 10,300 students. The District has 12 sites housing students in Elementary (Pre-K-5), Middle School (6-8), and High School (9-12) as well as Parker Mathis Learning Center used by Horizons Academy and the Alternative School.

SELECTION PROCESS Responses to this Request for Qualifications/Proposals will be evaluated by the Lowndes County School System. This invitation does not commit the District to pay any costs incurred in the preparation of proposals, nor commit the District to select any firms which responds. The District reserves the right to reject any or all proposals.

RFQ/RFP CONTENT Responses to this Request for Qualification/Proposals should be brief, concise, and responsive to the specific request outlined herein. Each submittal must include:

1. A very brief letter of introduction which describes the firm's general history in educational facilities planning.
2. A statement of qualifications describing the responding firm's abilities to successfully complete this project, including past experiences in developing Facility Plans and preparing Facility Needs Assessments.
3. A brief description/resume of the person or persons you would designate to lead this effort and their experience in developing plans.
4. A brief description of your approach to this assignment
5. Your hourly rate and fees for these services, including the projected total lump sum fee
- *6. Response to the attached Proposed Project Schedule

EVALUATION CRITERIA

Proposals will be evaluated to determine the proposal most advantageous to LCS based on the following criteria:

Qualifications, experience of like projects, scheduling, and costs/fees

COMMUNICATIONS

All communications concerning this Request for Qualifications/Proposals must be submitted in writing by electronic mail to: Steve Coleman stevecoleman@lowndes.k12.ga.us

Only written questions submitted by E-mail will be accepted. No response other than what is written and distributed will be binding upon the Lowndes County School District. All requests for clarification or interpretations must be submitted to Steve Coleman on or before Monday, July 11, 2016 at 12:00 Noon.

The Proposer understands that the Lowndes County School District will determine at its sole discretion which proposal(s), if any, are accepted. Each Proposer waives any right to claim damages of any nature whatsoever, based on the selection process and any communications associated with the selection, and the final selection of the successful Proposer.