

FACILITY DESIGN

To ensure that all new and renovated ~~remodeled~~ facilities are designed to best implement the educational program, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications are detailed descriptions of:

- A. All the activities that will take place in the building;
- B. The curriculum to be housed in the building;
- C. Specific architectural characteristics desired; and
- D. The facilities needed, their equipment requirements, and their space relationship to other facility elements.

~~When educational specifications are prepared, an introductory section will also be included which will be devoted to a brief description of the community and the educational philosophy of the division.~~

The preparation of educational specifications serves a two-fold purpose:

- A. To clarify and consolidate the thinking of the administration, the Board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new or renovated building; and
- B. To organize this important information in a manner that can be easily and clearly interpreted by an architect.

The persons involved in developing educational specifications should include representatives of the Board; the Superintendent, principals, teachers, and other certified staff members; student and citizen representatives; and the architect.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

Adopted: July 1, 1993
Amended: July 28, 1997;

Legal Ref: Code of Virginia, 1950, as amended, sections 22.1-70; 22.1-79(3); 22.1-138; 22.1-140

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Architectural/Engineering Selection

The School Board employs fully qualified architects and engineers to design and supervise major construction and renovation projects.

Procedures for Architectural/Engineering Selection

- I. An Architectural/Engineering Selection Committee will be appointed jointly by the School Board and the Superintendent for the procurement of all architectural and engineering services when the fee for such services is expected to exceed one hundred thousand dollars (\$100,000).

When the fee is expected to be less than one hundred thousand dollars (\$100,000), staff will make the selections.

Procurement of all Architectural/Engineering services will be governed by the Virginia Public Procurement Act and Albemarle County procurement policies and procedures.

- II. Request for Proposal (RFP) will be developed for each selection that will be issued by the purchasing agent and will be advertised in newspapers with a general circulation in central Virginia. This RFP would at a minimum consist of the following information:
- A. A project description and site location with detail on the scope of the work and other significant factors.
 - B. Experience requirements to be used in the selection, including, but not limited to, knowledge of school construction, ability to meet planning budgets and schedules, professional qualifications of personnel and other factors which in the opinion of the Selection Committee are pertinent to the particular project.
 - C. Specific submittal requirements for each firm to follow in sending in their response to the RFP, including but not limited to the following:
 - 1. A Standard Form 254 outlining the number of personnel in the firm, the types of personnel, and the last five years' project experience;
 - 2. A description of three recent, similar school or other related projects;
 - 3. A statement of qualifications using a Standard Form SF 255 relating to the selection requirements listed in the RFP;
 - 4. A deadline and filing address of responding to the RFP; and
 - 5. A contact person for comments and questions regarding the RFP.

D. Any additional requirements or considerations that make this project unique will be listed.

~~III.~~ All RFP responses will be evaluated and reviewed by a staff **steering committee**, which includes the ~~Director of Building Services staff and the Capital Projects Coordinator~~ **representative from General Local Government General Services.**

~~IV.~~ III.

Staff will prepare a list for the Selection Committee of those firms that are responsible to the RFP and qualified for the work. Staff will notify the Selection Committee of those firms that submitted a proposal, but were recommended to be excluded from further consideration. If the Selection Committee desires it may choose to reconsider one or more of those firms during the selection process.

~~V.~~ IV. The ~~Selection Staff Steering~~ Committee will develop a rating and ranking system to rate each qualified and responsive firm according to criteria ~~set up by the Selection Committee~~ and provided in the RFP with emphasis on professional competence. ~~This will become screening criteria to be used by the Selection Committee.~~

~~VI.~~ V. The ~~Selection Staff Steering~~ Committee will ~~screen~~ **evaluate the proposals and will the firms**, selecting not less than two firms that would be requested to make a presentation to the Selection Committee. Firms that are not responsive to the RFP or not qualified for the work would not be given further consideration.

~~VII.~~ VI. A presentation and discussion will be held with firms. This review will include the following: ~~(and if the committee so determines may be held at the Architect's office);~~

- A. Detailed information on projects similar to that required in the RFP.
- B. The proposed team that will work on the project.
- C. Information on compliance with budgets and schedules.
- D. Management techniques and design management.
- E. Project management, scheduling and budgeting techniques.
- F. Knowledge of school design and State of Virginia school design requirements.
- G. Fundamental knowledge of specification writing and standards.
- H. Professional liability insurance.
- I. Any other screening criteria and information deemed appropriate by the Selection Committee, including a non-binding estimate of the cost of the services, consultants, subcontractors, and other services.

- VII. The short-listed firms will be provided the standard Albemarle County Public Schools Architect and Engineering Contract for review prior to the presentation and discussion stage. One section of the contract will state that the School Board will own the design of the project and may choose to rebuild the design without the involvement of the Architect or Engineer. Firms will be requested to inform the Selection-Staff Steering Committee concerning any exceptions to the standard contract during the presentation and discussion stage.
- VIII. The short-listed firms will then be ranked in numerical order by the Committee taking into consideration the rating criteria, the RFP, and other information gathered by the Staff Steering Selection-C Committee during the presentation and discussion stage. The School Board will be notified of the top ranked firms, and authorization to begin negotiations with the top ranked firm will be requested.
- IX. The top firm based on the presentations and discussions will be notified and requested to prepare a binding fee proposal, based on a Fixed Price Contract or an hourly rate, Not to Exceed Contract.
- X. The fee proposal will be in sufficient detail and include all information necessary to fully review the fee, including hourly rates for key and support personnel, multipliers for overhead and profit, number of drawings required to provide the professional services, time schedules, and personnel for implementation of the design process and other material necessary for successful and complete negotiation of the fee.

The design fees will include all normal requirements of the design, including telephone calls, local travel and printing. The following printing of drawings will be included as a minimum basic cost of overall fee:

Schematic Design Phase	3 sets, plus outline specifications
Design Development Phase	6 sets, plus outline specifications and cut sheets on all specified pieces of equipment (including sets for County Building Inspections and State Board of Education)
Construction Documents	15 sets, including specifications (including sets for County Building Inspections and State Board of Education)

For all renovations, the cost of work may provide for measured drawings of existing conditions. Estimates of construction cost, a set of reproducible (Mylar) drawings for the School Board and detailed Critical Path Method planning will be included past part of the basic fee. Also included will be civil, structural, mechanical, electrical and plumbing design consultants necessary to provide a complete set of construction drawings and bid and contract documents.

Reimbursable amounts will not be marked up more than five (5%) of the cost of this work. Reimbursable amounts may be included for geo-technical services, landscaping design, interior design (not otherwise required as part of the design scope of work), additional printing of drawings or bid sets.

- XI. The ~~Selection-Staff Steering~~ Committee and/or Staff will negotiate with the top ranked firm until a contract is concluded that is fair and reasonable and in the best interests of the School Board. If successful negotiations are not reached with the top ranked firm, discussions with that firm would be formally terminated, and the second firm will be invited to submit a fee proposal.

Discussion or further negotiations will not be allowed with any firm after negotiations are terminated.

- XII. The architect and engineering contract format will be based on ~~the American Institute of Architect's Document B-141, modified to meet school procurement requirements~~the County's Contract between Owner and Architect/Engineer for Professional Services which makes reference the "Commonwealth of Virginia's Construction and Professional Services Manual".

- XIII. All contracts must be approved by the School Board Attorney as to the form of the contract.

- XIV. The negotiations with selected firms may include changes to the standard contract when those changes impact the cost of the work and when, in the opinion of staff, these changes do not impact the intent of the overall contract or when these changes have been brought to the attention of the ~~Staff Steering~~Selection Committee prior to the numerical ranking.

- XV. The School Board will select the architectural and engineering firm and commission it to provide services for the project.

Adopted: December 14, 1992

Amended: July 28, 1997

Legal Ref.: Code of Virginia, Section 1137-3A, *Procurement of Professional Services*