



**REQUEST FOR QUALIFICATIONS**

**ARCHITECTURAL SERVICES**

**PROPOSED NEW SECONDARY EDUCATION BUILDING AND PRIMARY  
RENOVATION AT PARK CITY SCHOOLS**

**PARK CITY SCHOOL DISTRICT**

**PARK CITY, MONTANA**

**JULY 2021**

**Request for Qualifications for Architectural/Engineering Services  
Phase 1 Pre-Bond Election Services**

The Board of Trustees of Park City Public Schools requires pre-bond services from a qualified Architectural/Engineering firm to assist in development and preliminary planning for a new Secondary Education Building and the renovation to existing Primary School and Administrative Facilities at Park City Public Schools. Services shall include programming, conceptual design, rendering and modeling. Selected firm shall have access to previous engineering and architectural reports commissioned by the District. It is the District's desire to engage a qualified firm to help facilitate, support and promote such improvements to the community, and with adequate programming and preliminary design concepts. It is contemplated that the renovated components shall include buildings occupied and used for administrative, educational and instruction purposes currently. The final scope of the proposed improvements shall be commensurate with District requirements and bonding limits. The District plans to hold the bond vote in **May 2022** or sooner if possible and is in the benefit of the District.

The firm that is best qualified and successful in negotiating a fee for Phase I services of this project may be provided the opportunity to negotiate a fee for Phase II services, when the funding becomes available. Park City Schools reserves the right to evaluate the firm's performance on Phase I and decide to enter into negotiations for Phase II or make a Public Announcement for Phase II services.

**Phase I Services:**

- Programming
- Provide initial conceptual designs
- Provide conceptual cost estimates
- Provide renderings & 3D modeling as needed to convey desired concepts to the Public
- Participation and support for Public outreach & stakeholder entities
- Organize & participate in Park City Public Schools planning exercises
- Participation in presentations to the Public and the School Board
- General assistance in process/programming in support of Districts effort to secure funding

**Phase II Services:**

- Detailed planning/design
- Update budgets
- Permitting
- Bidding
- Contract Administration

**SUBMITTAL REQUIREMENTS**

**Interested firms are asked to provide the following:**

1. Cover Letter / Statement of Interest
2. List of examples of your firm's specific experience with ongoing open dialogue and collaborative relationship building with respect to fostering and growing community support for public school projects and necessary funding mechanism
3. Names and contact numbers of representatives of previous projects completed of similar size and scope
4. Key Team Member qualifications and experience
5. Capability to meet time and budget requirements
6. Local (Montana) professional resources to be utilized for this effort
7. Current and projected workloads
8. Firm's experience with projects of similar size & scope in this region
9. Recent and/or current work for Park City School District

Interested firms are asked to submit 1 original & 7 copies plus 1 flash drive of any materials submitted as part of their Request for Qualifications submittal packet. Place all materials in a sealed envelope clearly marked as Request for Qualifications, and mailed or hand delivered to:

**Park City School District**  
**Attn: Daniel Grabowska, Superintendent**  
**P. O. Box 278**  
**Park City, Montana 59063**

**All questions during the Proposal Preparation Phase should be directed to the District's Owner's Representative, Mark Qualman. Please email questions to [mark@costgurus.com](mailto:mark@costgurus.com) for disposition.**

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

**Selection Process**

Submissions will be assessed by a selection committee on the following objective / subjective scale. A *maximum* of three candidates with the highest numeric scores will be “shortlisted” and invited to interview at the Park City Schools Facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews, the District will enter negotiations with the preferred candidate. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the preferred candidate, negotiations will be terminated and start anew with the second ranked finalist and thus until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the District reserves the right to make the selection of the preferred firm based on the submittal 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. Key Team member qualifications and experience – 35%
2. Capability to meet time and project budget requirements – 20%
3. Local (Montana) professional resources to be utilized for this effort – 10%
4. Current & projected workloads – 5%
5. Experience with projects of similar size and scope in this region – 25%
6. Recent and/or current work for Park City School District – 5%

**Timeline for review and selection as follows:**

- |  |                    |
|--|--------------------|
| • Board Approval to issue RFQ’s                      | July 15, 2021      |
| • Advertisement for RFQ’s                            | August 2021        |
| • Submission of firms Quals due: 9/2/21 at 2:00 pm   | September 2, 2021  |
| • Complete review/shortlist RFQ’s by the District    | September 14, 2021 |
| • Interview Shortlisted Firms                        | September 21, 2021 |
| • Selection  | September 27, 2021 |
| • Board Approval, negotiate with highest ranked firm | TBA                |
| • Notice to public of rankings                       | TBA                |

All documents provided become the property of the District. There will be no compensation for preparation or providing a response to this RFQ.

**END OF THIS REQUEST FOR QUALIFICATIONS**