

**REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR A
PROJECT MANAGEMENT/FACILITATOR
CONSULTANT**

Please review this Request for Qualifications & Proposal (RFQ/P) and follow these guidelines to be considered for Project Manager/Facilitator Consultant for Archuleta School District 50 Jt. The selection process will consist of this RFQ/P and the requirements outlined herein.

Project Name

Archuleta School District 50 Jt - Facilities Planning
Pagosa Springs, CO

Timeline and Proposal General Requirements

2/23/12	Issue Request for Qualifications & Proposals
3/2/12	Questions from applicants and notifying District to receive clarifications deadline
3/5/12	District issuance of any clarifications
3/8/12	Responses due from candidates at 4 pm
Week of 3/12/12	Optional oral interviews for short-listed candidates (time and exact location TBD)
3/16/12	Selection of successful candidate notified

Prospective consultants must submit one (1) original and five (5) copies of submittals in a sealed envelope clearly identifying that this is a response to this RFQ/P, addressed to:

Archuleta School District 50 JT
Administration Office
309 Lewis Street
PO Box 1498
Pagosa Springs, CO 81147

As well as electronically on CD-ROM, or “thumb” drive. The electronic version may also be delivered via email to Mark DeVoti, mdevoti@pagosa.k12.co.us.

District shall accept delivery of proposals no later than: Thursday, March 8, 2012 at 4 pm.

All official communication with Applicants and questions regarding this RFQ/P will be via email to District Contact: Mark DeVoti, mdevoti@pagosa.k12.co.us. **All interested Applicants should provide notification to District Contact prior to clarification deadline in order to receive important clarifications or updates.**

Applicants may make email concerning this RFQ/P to obtain a clarification of requirements or to ask questions. **No inquiries will be accepted after the questions deadline (3/2/12) as indicated in the above timeline.**

All Applicant inquiries will be responded to at the same time, as noted above. Responses will be provided to Applicants that have provided notification to the District Contact and/or who requested clarification or provided questions. Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Applicants should not contact any team members or any individual associated with the District regarding this RFQ/P or this project.**

Project Background

Archuleta School District 50 Jt proposes to implement a process of community input and assessment regarding options for improving the schools facilities. The goal of the process is to support the District in decision making regarding capital facilities projects. The District envisions two levels of community input; a Strategic Guidance Committee (SGC) and a Citizen Input Committee (CIC) The District desires to have a professional Project Manager/Facilitator to manage the process and to facilitate community input.

Scope of Services

The Project Manager/Facilitator shall provide overall management and facilitation of the process. This shall include the following:

General Project Management: Be the lead person in a community based process to develop and assess alternatives for upgrading and/or replacing school facilities, develop and report on a budget and schedule for the process, act as the single point of contact for planning activities, coordinate activities with the School Board, administration and other agencies that support facilities programs.

Community Input: Work with the Board and Administration to develop and implement a community input process. Support recruitment of community committee members, schedule and coordinate community input meetings.

Procurement: Lead the procurement of additional consulting services as required for developing and assessing alternative capital improvement plans. Act as the single point of contact (Owner's Representative) with consultants, review and recommend payment to consultants.

Facilitation – Facilitate the community input process by planning meetings, establishing agendas, supporting the development of effective meeting processes and participation, controlling the flow of meetings, enable the committees to effectively identify and solve problems, and make effective recommendations to the Board and Administration.

Applicant Information, Experience and Qualifications

The Project Manager/Facilitator's Proposal will provide, in the following order, required information in order to demonstrate that the individual has the experience and knowledge, to successfully complete the services. The proposal will be limited to 10 pages including cover letter, single sided. The required content includes:

1. Cover Letter: Provide a cover letter introducing you, your company and your proposal. Letter to include address and contact information, including phone number and email. The letter must also include acknowledgement of receipt of any written clarifications to this RFQ/P.
2. Resume of proposed Project Manager/Facilitator. Resume should include years of experience, summary relevant experience, education, professional registrations & certifications and awards/ industry recognition.
3. Project Profiles: Provide a maximum of 3 project profiles. Projects presented should demonstrate experience with the assessment, planning, development and design of commercial, institutional and/or public works related facilities.
4. Organizational approach: Describe the respondent's proposal for the structural relationships between the School Board, Administration, supporting contractors and the community.
5. Project understanding and approach: Present the respondents understanding of the Districts goals for the project and the respondents approach to managing the project to achieve the District's goals.
6. References: Provide a minimum of 3 references for projects of similar scope and size.

Cost Proposal

Do not provide a cost proposal with your response. A cost proposal will be requested from the apparent successful respondent. The District will enter into negotiations with the apparent successful respondent. If negotiations with the apparent successful respondent are unsuccessful, the district reserves the right to negotiate with the next highest scoring respondent.

Selection Criteria

Award Methodology

Proposals will be evaluated and ranked in accordance with the evaluation factors stated in this section.

Failure of the Applicant to provide any information requested in this RFQ/P may result in disqualification of their proposal. The responsibility to provide all information requested belongs to the Applicant.

A Decision Memorandum and Scoring Matrix will document the basis for the award decision and will be provided by the district to all candidates who respond to this RFQ/P. This information will be provided to the candidates after a selection has been made, and within 14 days of the final interview.

Applicants should not assume that they will have an opportunity for oral presentations or revisions of proposals. Applicants should submit their fullest and most thought-out proposal as their initial proposal. If an interview is requested, the date and time, and instructions will be provided to prospective candidates who are short-listed for the interviews.

Evaluation Factors

Proposals will be ranked using the criteria below. Ratings shall be based on the District's assessment of the adequacy of the Applicant's experience and ability to meet the requirements of the RFQ/P. Qualifications and proposals must be accurate and complete.

The RFQ/P will be numerically evaluated on the following point system. At its option the District may interview the top scorers of the Proposal Evaluation Criteria. Final evaluation will incorporate the outcome of the interviews into the Proposal Evaluation Criteria.

Proposal Evaluation Criteria	Points
RFQ/P Submittal Completion & Organization Have all of the items noted above been provided by the Candidate? Are they clear, complete and understandable?	15
Experience & Qualifications Refer to Applicant Information, Qualifications, and Experience.	35
Project Approach Candidate to provide narrative describing organizational structure, understanding of the project and approach to managing the project.	35
References Candidate to provide a list of the past 5 (or more) projects including name of primary contact, project, project size and dollar value, and contact phone number.	15
Total Points Possible	100

Acceptance and Rejection

The District reserves the right to select any or reject any and all proposals in their best interest. The District also reserves the right to pre-qualify any or all proposers or reject any or all proposers as unqualified, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional, qualifications. The District also reserves the right to re-solicit, waive all in-formalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.