



Hamilton Southeastern Schools

REQUEST FOR PROPOSAL

For a Fishers Elementary School Renovation
and Expansion

Response Due: October 26, 2022, by 3:00pm

Hamilton Southeastern Schools
13485 Cumberland Road
Fishers, Indiana 46038

Introduction

The Hamilton Southeastern School Corporation is anticipating the renovation and expansion of Fishers Elementary School located in the heart of downtown Fishers, Indiana. Originally constructed in 1958, Fishers Elementary School (FES) is one of the oldest buildings in the District. FES is located on 8.52 acres in a rapidly developing and changing section of Fishers. FES received a major renovation in 1988 and a refresh in 2003. HSE Schools is looking to renovate and expand FES on its current site to house approximately 700 students.

It is HSE's recommendation that the renovation and expansion of Fishers Elementary School should include improvements that enhance the school facilities and help boost academic performance. The occupied phased construction and renovation project will need to include the creation of additional classrooms that will be needed to accommodate the larger student capacity. Updated finishes will need to be incorporated throughout the building including painting, lighting, flooring, cabinetry, removal of wall covering, and exterior upgrades. Improvements to technology and mechanical, electrical, and plumbing systems will also be a major part of the renovation. Additionally, the current parking lot and layout is not sufficient or conducive to accommodate traffic needs. It would be desirable to have a dedicated bus parking lot separate from the car rider and staff parking areas with its own dedicated entrance.

The delivery method for the project will be Construction Manager as Constructor (CMc). The Construction Manager as Constructor (CMc) scope of work is anticipated to be approximately \$38,000,000. Once the Architect has been selected, the District will then initiate the Construction Manager as Constructor (CMc) selection process with the help of the Architect.

Firms interested in the project shall submit responses to Hamilton Southeastern Schools (HSE). The HSE Selection Committee will proceed with evaluating the responses for the purpose of selecting the most qualified firm(s) for interviews and/or selection. The Committee's selection criteria will be based upon the qualifications outlined in this Request, references, and final interviews if required. Professional services may include architectural design, interior design, civil engineering, landscape architectural design, structural engineering, mechanical engineering, electrical engineering, technology design, and food service design.

Criteria

To determine which firm is most qualified for the project, HSE will utilize the following criteria:

Project Team:

- Leadership
- Experience and expertise of individuals and firms for the following project disciplines:
 - Architecture
 - Interior Design
 - Educational Furniture Procurement
 - Civil Engineering
 - Landscape Architectural Design
 - Plumbing and Fire Protection
 - Mechanical Engineering
 - Electrical Engineering
 - Technology Design
 - Structural Engineering
 - Food Service Design
- Capacity (Architect / Team)
- Diversity (Minority owned, Woman owned, Veterans owned)

Approach:

- Process for engaging the Owner.
- Ability to understand HSE21 educational principles and then innovatively translate them into design for the built environment.
- Ability to clearly communicate design solutions to stakeholders.
- Ability to present design solutions within the project budget.
- Track record of success on similar projects.

Previous Experience:

- Design of new, next generation elementary school facilities with a project-based learning approach.
- Design of new elementary school facilities with provisions for staff collaboration.
- Design of other K-12 facilities that align with HSE21 principles.

- Experience in elementary furniture design and procurement.
- References.

Project Delivery:

- Quality and coordination of bid documents.
- Experience working with Construction Manager as Constructor (CMc) for public agencies in Indiana.
- Budget/Cost control.
- Communication.
- Dispute resolution.

Professional Fees Proposal:

- Competitiveness of overall fee proposal considering services provided, reimbursable expenses, firm's history of errors and omissions, and also firm's approach to additional services.

Submittal Requirements

If your firm is interested in being considered for the project, please submit a response that includes the following:

- **Design Team Information:**
 - Organization chart with all key personnel and working relationships.
 - Resumes for key personnel including project role and relevant experience.
 - Description for each discipline and why those firms and/or individuals are the best fit for this project, and how they will contribute to the success of the project.
 - List experience of proposed design team working together on recent projects of similar size and scope.
 - Description of workload capacity of all team members and their ability to maintain project schedule. Include the number of employees in each firm (local/total) and number of professionals licensed in the firm's specific discipline (local/total).
- **Approach:**
 - Description of design process and schedule that your firm would recommend using to work with the HSE Design Committee.
 - Description and examples of how your firm's K-12 design philosophy and project experience aligns with HSE21.
 - Description of the practices your firm will use on this project to best communicate the design to the HSE Design Committee.
- **Previous Experience:**
 - List of at least five (5) similar projects completed in the past five (5) years or are currently under construction that are of similar design approach, size, and cost for a public-school corporation – include name of project, location, size, cost, and Owner's contact person.
 - List of current K-12 public and private school clients over the past five (5) years and name, phone number, and email of main contact person for that entity.
 - Provide a list of five recent educational projects for which you provided furniture, fixtures, and equipment (FF&E) services and briefly describe the scope as it relates to furniture.
 - List of previous projects that are completed or in progress that utilized the Construction Manager as Constructor (CMc) delivery method for a public agency – include name of project, location, cost, size, and Owner contact for a public-school corporation.
 - For each discipline on your team, provide a list of five references. Include at least one reference from a Construction Manager as Constructor (CMc) related to a K-12 project.
- **Project Management – Outline your approach to project management, including:**
 - Description of how the design team will provide guidance to HSE in the Construction Manager as Constructor (CMc) selection process.
 - Description of how your team is going to work with HSE and the Construction Manager as Constructor (CMc) to maintain project budget.
 - Description of how your team will work with HSE and the Construction Manager as Constructor (CMc) to establish and maintain project schedule.
 - Description of how your team will communicate with HSE and Construction Manager as Constructor (CMc) throughout the project.

- Professional Fees:
 - Provide a fixed fee proposal for professional services inclusive of all disciplines and services as required to successfully deliver the project. Clearly define all services included in your base fee and any exceptions.
 - Include proposed reimbursable expenses and a not-to-exceed maximum cost. Clearly define items not covered under base services that are considered reimbursable expenses.
 - Describe your firm's approach and history of handling architecture and engineering errors and omissions with Owners on similar projects.
 - Describe your firm's approach and history of requesting additional services with Owners on similar projects.

Submittal Format

- Please submit one electronic copy in PDF format.
- Please submit five (5) hard copies which shall not exceed 8 ½" x 11" and shall be bound.
- Please limit size of response to no more than thirty total single-sided pages of information excluding cover page and a single page cover letter.

Deadline

- Responses are to be delivered to the attention of: Dr. Yvonne Stokes, Superintendent, **at Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, Indiana, 46038, no later than October 26, 2022, by 3:00pm**
- Any late or non-compliant response may be disqualified.
- An optional tour of Fishers Elementary will be given on **October 19, 2022, at 3:00pm.**

Questions are to be directed only to Dr. Yvonne Stokes at hseFacilities@hse.k12.in.us. Contact with Board members or other members of HSE Administration will be considered grounds for disqualification.