



## KANSAS CITY KANSAS PUBLIC SCHOOLS / USD 500

PURCHASING OFFICE | 2010 N. 59<sup>TH</sup> STREET | ROOM 370 \ KANSAS CITY, KS 66104

WEB SITE: [WWW.KCKPS.ORG/PURCHASING](http://WWW.KCKPS.ORG/PURCHASING)

### REQUEST FOR QUALIFICATIONS/PROPOSALS ARCHITECTURAL SERVICES NEW CENTRAL KITCHEN

**BID No:** RFQ 18-003      **ISSUE DATE:** JANUARY 9, 2018

Kansas City Kansas Public Schools will receive proposals, on this form at the Purchasing Office, 2010 N. 59<sup>th</sup> Street, Room 370, Kansas City, KS 66104 until **10:00 AM, January 16, 2018**. All candidate firms will be invited to present their proposals at selection interviews to be scheduled in the afternoon of Wednesday, January 17, 2018

**Contact/Technical Contact:**

Wayne C. Correll, Purchasing Manager | (913) 279-2270 | eMail: [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org)

**BID INSTRUCTIONS:**

FAXED BIDS WILL NOT BE ACCEPTED / EMAILED BIDS WILL NOT BE ACCEPTED.

**INVITATION TO BID: LEGAL NOTICE**

The Board of Education, U.S.D. 500, Kansas City, Kansas, will accept responses to a Request for Qualifications for ARCHITECTURAL SERVICES for construction of a new central kitchen facility totaling an approximate amount of \$5,750,000.00 within the boundaries of the Kansas City Kansas Public School District. Sealed proposals should be addressed to:

Attn: Director of Purchasing, Kansas City Kansas Public Schools  
RFQ 18-003 – Architectural Services- Central Kitchen  
2010 N. 59<sup>th</sup> Street, Room 370  
Kansas City, Kansas, 66104

Questions concerning this project can be directed to Wayne Correll: [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org).

No bidder may withdraw a bid for a period of ninety (90) days after the date of the bid opening. Unified School District No. 500 reserves the right to reject any and all bids and to waive any informality of technicality in bidding if it is in their best interest to do so, without recourse from the bidder.



The Board of Education of Unified School District No. 500 (Kansas City, Kansas Public Schools) is seeking Statements of Qualifications from Architectural firms interested in providing Architectural services for a new central kitchen facility.

## SUMMARY

Kansas City, Kansas Public Schools (KCKPS) is a kindergarten through 12<sup>th</sup> grade public school system. It is located in Wyandotte County, Kansas. The district has 22,904 students, of those 50% are Hispanic, 27% are African American, 10% are Caucasian, and 13% are other ethnic groups. Over 90% qualify for free or reduced lunch, 35% are English as a second Language Learners. The school district has five high schools, eight middle schools, thirty elementary schools, fifteen pre-school sites and three alternative schools. The school district has approximately 3,415 employees, of which about 1,669 are teachers.

## PROJECT OVERVIEW

KCKPS intends to hire ONE Architectural Design firm to complete the project:

The estimated total value of the project is: \$5,750,000  
The estimated size of the building is: 20,000 sq. ft.  
The estimated construction completion date is: May 31, 2019

This Project will consist of the Construction of a New Central Kitchen/Nutritional Services Office Facility at to be located at:

5604 State Avenue  
Kansas City, Kansas 66102

Scope of Services will include professional design and development services, and the representation of the District's interests in completing the Project on time, within budget and as planned with a minimum of difficulties. Services will include, but may not be limited to:

- Assist preparation of Project schedule, budget, and design documents which satisfy the District's design standards and/or guidelines
- Prepare plans and documents
- Coordinate and incorporate plans as required from typical consultants; MEP, Civil, Kitchen Planner, etc.
- Prepare schematic/design development of construction document plans and specifications for submittal to the District and other agencies requiring submittal for project approval
- Submit and coordinate development and construction plans approvals
- Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process
- Serve as Construction Administrator during project construction which includes preparation, review, recommendation and submittals to District for any change orders.
- Prepare as-builts of completed projects.
- Track, process, and submit all required close-out documentation



## SCHEDULE

### • **Phase I & II: RFQ: REQUEST FOR QUALIFICATIONS & RFP REQUEST FOR PROPOSALS**

- **January 9, 2018:** Invitation to pre-qualified candidate firms
- **January 12, 2018:** Last day for any questions
  - All Questions must be submitted via Email to:
    - Doug Clements      KCKPS USD 500 [doug.clements@kckps.org](mailto:doug.clements@kckps.org)
    - Wayne Correll      KCKPS USD 500 [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org)
- **January 16, 2018:** All proposals are due 10:00am Central Standard Time.
- Proposals to include total estimate of costs associated with design services:
  - Basic services
  - Consultant fees\*
  - Reimbursables and/or other fees

\*If it so chooses consultants may be hired and paid direct by the District.  
Please explain how all fees are calculated.
- All candidate firms to proceed to Phase 3.

### Phase III: INTERVIEW PHASE

- January 17, 2018: Phase 3 Interview Phase. Appointment times to be determined.
  - **FINAL SELECTION:      JANUARY 23, 2018**
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## **REQUEST FOR QUALIFICATIONS: PHASE 1**

**RFQ REQUIREMENTS:** This RFQ requires all proposers to submit a statement of qualifications, which shall include, but not be limited to:

### **1. CORPORATE INFORMATION**

#### **A. Company Overview**

- Philosophy Statement – Provide a statement of your firm’s approach to CM work and how it relates to schedule, cost control and QA/QC of your product.

#### **B. Describe how your corporate philosophy aligns with the districts mission statement and goals.**

#### **C. Community involvement:**

- Provide a brief description of your company history involving itself in the local communities that you are working within.
- Provide an overview plan on how your company will align and involve itself with our community.

#### **D. Experience in managing a construction project under the current laws of the State of Kansas.**

#### **E. Labor Affiliations:**

- List all Labor Affiliations of your company
- Describe how that affiliations will influence this project

#### **F. Experience in establishing a multiple Rough Order of Magnitude Estimates**

- Accuracy of estimate
- Accurately reflects the current set of documents
- Ability to work with design team to provide accurate and meaningful direction for cost savings measures without impugning the integrity of design.

#### **G. MBE/WBE/ESB/Local Contractor utilization.**

- Provide a successful plan to solicit and utilize MBE/WBE/ESB/Local contractors
- Provide a documented historical success rate of that plan.

#### **H. Bonding capacity. Firms submitting a statement of qualifications shall be capable of providing a public works bond in accordance with K.S.A. 60-1111, any job and amendments thereto, and shall present evidence of such bonding capacity to the Board with their statement or qualifications. If a firm fails to present such evidence, such firm shall be deemed unqualified for selection under this subsection.**

### **2. CORPORATE EDUCATIONAL EXPERIENCE**

#### **A. Experience: Furnish project information of no more than 10 Projects completed by your company that are representational projects similar to those project types listed in the project overview portion of this proposal.**

- Project Name
- Project Description (Including completion date.)
- Project Type New/Remodel/Addition
- Square Footage
- Original Construction Budget
- Final Construction Budget
- Cost per Square Foot
- Project Duration
- Architect (Contact Information to be included)
- Owner (Contact Information to be included)



- B.** Similar Project Experience Summary: Furnish information of your Company's experience in regards to similar projects
- Project Summary
  - Role within the project
  - Services Provided
  - Number of projects
  - Types of projects
  - Duration of the work
  - Square Foot
  - Project Budgets
  - Design Team (Contact Name and contact information)
  - Owner (Contact Name and contact information)
  - Major obstacles that your company had to overcome for a successful completion of the project.
  - Subcontractor Management Issues and how you overcame them
  - Management of District Staff.

**3. PROJECT LEADERSHIP AND APPROACH:**

- A.** Management Approach: Provide your company's approach to managing the overall project. Items to be considered are but not limited to:

- *Management approach and organization*
  - Resources Allocation and consideration for the following:
    - Contractor Staff
      - Executive Team Leadership
      - Project Specific Leadership
    - Preconstruction and budgeting services
    - Scheduling: Multiple project scheduling
    - District Staff Utilization and coordination
    - City Management and Permitting Process
    - Sub-Contractor market Management
    - Labor Market Management

- B.** Project Leadership Team: Provide a resume and organization chart for your project team for those individuals who will be assigned to the project. Their roles and responsibilities for the overall leadership of this project, for the duration of this project. For Each individual furnish the following:
- Name
  - Role and Responsibilities
  - Experience
  - List the Last 5 projects that each individual has worked on, including owner contact information.
  - Individual Billable Rate
  - Provide confirmation that assigned personnel will be available beginning immediately and throughout the duration of the project.
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**SUBMISSION: REQUIREMENTS:**

A. All submission are due:

**January 16, 2018**

10:00 AM Central Standard  
KCKPS Central Office & Training Center  
2010 N. 59<sup>th</sup> Street, Room 370  
Kansas City, Kansas 66104

B. All Submissions to be Labeled:

Attn: Director of Purchasing, Kansas City Kansas Public Schools  
RFQ 18-003 – Architectural Services – New Central Kitchen  
2010 N. 59<sup>th</sup> Street, Room 370  
Kansas City, Kansas, 66104

C. Submit: 6 Bound Copies and 1 Electronic copy

D. No Late proposals will be accepted under any circumstances

E. QUESTIONS: All questions shall be submitted to both of the following:

- Wayne Correll      KCKPS USD 500      [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org)

No questions will be accepted later than January 12, 2018. Responses to questions will be posted to District Website Only.

The Board will evaluate the qualifications of all proposers in accordance with the instructions of the request for qualifications. The Board will prepare a short list containing a minimum of three and maximum of five qualified firms, which have the best and most relevant qualifications to perform the services required of the project, to participate in Phase II of the selection process. If the Board receives qualifications from less than four proposers, all proposers shall be invited to participate in Phase II of the selection process. The Board will have discretion to disqualify any proposer that, in the Board's opinion, lacks the minimal qualifications required to perform the work.

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END of RFQ

**ADDENDUM NUMBER 1  
 BID NUMBER IFB 18-003**

**ARCHITECTURAL SERVICES – CENTRAL KITCHEN**

**ISSUED: January 12, 2018**

PURCHASING DEPARTMENT  
 UNIFIED SCHOOL DISTRICT 500  
 2010 N. 59<sup>th</sup> STREET, ROOM 370  
 KANSAS CITY, KANSAS 66104  
 (913) 551-3200

Note the following changes to the above-mentioned bid. This information is to be taken into consideration when responding to the original bid document.

**1. Response to Bidder Question:**

1	<b>We intent to list our MBE partners in our proposal. Is that sufficient, or are you looking for a plan and historical overview.</b>
<b>KCKPS</b>	The District requests both a list of current MBE potential partners, and a historical overview
2	<b>Is there a preliminary projection on the number of meals to be prepared each day from the facility?</b>
<b>KCKPS</b>	Approximately 14,000 meals per day
3	<b>Is the facility designed to serve all schools districtwide or a subset of them; if so, about how many?</b>
<b>KCKPS</b>	The new central kitchen will execute the entire elementary school menu for the approximately 26 elementary schools and early childhood centers it serves. This will include both scratch and convenience products
4	<b>Is there an approximate staff count you envision for the facility?</b>
<b>KCKPS</b>	Approximately; 9 office staff, 1 kitchen manager, 12 production staff and 6 itinerant staff
5	<b>Will it provide food for breakfast and lunch?</b>
<b>KCKPS</b>	Yes
6	<b>Is it envisioned the facility might prepare food or special menus for evening/special events after regular school hours?</b>
<b>KCKPS</b>	Possibly, and some catering
7	<b>You ask for a “total estimate of costs associated with design services”. Without a program document, we cannot determine the true complexity of the project, scope, and the level of documentation needed. You do say it is an “estimate” of costs, though, so is it fair to assume that our fees will be adjusted to reflect the actual work once the project is clarified?</b>
<b>KCKPS</b>	Yes
8	<b>Related to this, you list the estimated total value of the project to be \$5,750,000. Does this include all fees, food service equipment, furnishings, misc. consulting services (testing, survey, etc.) and so forth? I want to be as clear as possible as to what typically anticipated costs are/are not included in this number. This would be very informative to us in trying to establish assumptions for the fee proposal.</b>
<b>KCKPS</b>	Yes
9	<b>Fees in estimate cost – is the \$5,750,000 listed as the approximate project value on pages 1 &amp;2 your total project budget including hard and soft (fees, equipment, contingencies) costs, or is it the construction budget only?</b>
<b>KCKPS</b>	Construction costs, plus testing, equipment as included above

10	<b>Corporate Information, E. Trade Affiliations</b> – is the question regarding labor affiliations really meant for the architectural RFQ? This is not typically an issue amongst architectural firms as there is no architectural trade organization / union.
<b>KCKPS</b>	No, please refer to Addendum Attachment A
11	<b>Corporate Information, H. Bonding Capacity</b> – similar question regarding the bonding capacity. Is this a question for the architects submitting? We do not carry bonding like a contractor is a required to.
<b>KCKPS</b>	No, please refer to Addendum Attachment A
12	<b>Project Leadership</b> – may we assume the request for Contractor Staff is actually a request for architectural / engineering staff?
<b>KCKPS</b>	Yes
13	<b>Location for interviews</b> – has a specific room location been established? Since the turnaround to interviews is so quick, we would like to know if the room has AV / projection capabilities, power available, etc and possibly run by in advance so we are prepared if called to interview on the 17th.
<b>KCKPS</b>	Yes, we will conduct interviews in the shop conference room, which has a large monitor with HDMI connection.
14	<b>Employee Count</b> – can you share the current employee count at the facility that we are replacing and/or planned for this facility?
<b>KCKPS</b>	See Response to Question 4
15	<b>Truck traffic count</b> – can you share an estimate of the current vehicular traffic at that existing facility?
<b>KCKPS</b>	Unknown at the time of posting.
16	<b>Demolition</b> – it appeared at the BOE meeting Tuesday that you were awarding the demolition work for the building on the project site. Can you share the anticipated schedule for that?
<b>KCKPS</b>	We are hoping the existing building will be razed within 60 days from the date of award
17	<b>Will the new central kitchen include food storage for the entire district or is there a separate warehouse?</b>
<b>KCKPS</b>	Food storage for the new central kitchen will include approximately 29 elementary schools and early childhood centers totaling approximately 14,000 meals per day, including any district catering.
18	<b>Will all deliveries to the schools come from the central kitchen/warehouse or will vendors also deliver products directly to the schools, such as milk or bread?</b>
<b>KCKPS</b>	All vendors (Prime Vendor, Product Vendor and Dairy Vendor) will deliver directly to all 5 high school, 8 middle schools, the new central kitchen and 11 elementary schools.
19	<b>What is the anticipated extent of food preparation in the new central kitchen?</b>
<b>KCKPS</b>	The new central kitchen will execute the entire elementary school menu for the approximately 26 elementary schools and early childhood centers it serves. This will include both scratch and convenience products.
20	<b>Will the level of food preparation change from the present operation of the central kitchen?</b>
<b>KCKPS</b>	The current central kitchen services 16 elementary schools and early childhood centers that act as finishing kitchens and do hot preparation on site. The new central kitchen will have approximately 11 sites that have all preparation, include all cooking, completed at the new central kitchen and then delivered onsite for service. Future menu planning includes additional scratch cooking and the new central kitchen will reflect that direction.
21	<b>What is the present delivery method and will it change with a new central kitchen?</b>
<b>KCKPS</b>	Current delivery is done through insulated transport boxes onto refrigerated vehicles. The only change for the new central kitchen will that 11 or the 26 sites will have all preparation, including all cooking, completed at the new central kitchen. This will require electrical insulated transport boxes for hot food sending.



22	<b>Will a lot of items be prepared from scratch or just a select few?</b>
<b>KCKPS</b>	Future menu planning includes additional scratch cooking and the new central kitchen will reflect that direction.
23	<b>Will the central kitchen involve a chilled food system? If so, to what extent?</b>
<b>KCKPS</b>	The new central kitchen will have a limited number of items that follow the cook/chill style of food system.
24	<b>Will the central kitchen include a bakery or will those items be provided by a vendor?</b>
<b>KCKPS</b>	The new central kitchen will include proofing and baking ovens. Several items will be baked in the new central kitchen and several items will be provided ready to eat by the vendor.
25	<b>What are the cooking/preparation capabilities at the satellite locations? How much will be prepared on site?</b>
<b>KCKPS</b>	Approximately 11 of the 26 satellite locations in the new central kitchen will have all the food prepared at the new central kitchen and delivered in electric insulated transport boxes. The remaining satellite locations will have food shipped, in bulk, from the new central kitchen onsite for preparation, production and service.

2. **Delete and Replace:** The section identified as "Request for Qualifications: Phase 1", Pages 4 and 5 of the solicitation are hereby deleted in their entirety and replaced with Addendum 1 Attachment A, attached hereto.
  
3. **No Other Changes:** No other changes or modifications are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FIRM \_\_\_\_\_

**REQUEST FOR QUALIFICATIONS: PHASE 1**

**RFQ REQUIREMENTS:** This RFQ requires all proposers to submit a statement of qualifications, which shall include, but not be limited to:

**1. CORPORATE INFORMATION**

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- B.** Describe how your corporate philosophy aligns with the districts mission statement and goals.
- C.** Community involvement:
  - Provide a brief description of your company history involving itself in the local communities that you are working within.
  - Provide an overview plan on how your company will align and involve itself with our community.
- D.** Experience in managing a construction project as the architect of record.
- E.** Omitted Intentionally
- F.** Experience in establishing a multiple Rough Order of Magnitude Estimates
  - Assisting the Client in establishing scheduling and budget expectations, and working within those guidelines.
- G.** MBE/WBE/ESB/Local Contractor utilization.
  - Provide a successful plan to solicit and utilize MBE/WBE/ESB/Local consultants and partners
  - Provide a documented historical success rate of that plan.
- H.** Bonding capacity. Firms submitting a statement of qualifications shall be capable of providing a public works bond, any job and amendments thereto, and shall present evidence of such bonding capacity to the Board with their statement or qualifications. If a firm fails to present such evidence, such firm shall be deemed unqualified for selection under this subsection.

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- A.** Experience: Furnish project information of no more than 10 Projects completed by your company that are representational projects similar to those project types listed in the project overview portion of this proposal.
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- Number of projects
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- Major obstacles that your company had to overcome for a successful completion of the project.

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      - Project Specific Leadership
    - Program Development
    - Assistance with Budget and Scheduling
    - Utilization and Coordination
    - City Management and Permitting Process

**B.** Project Leadership Team: Provide a resume and organization chart for your project team for those individuals who will be assigned to the project. Their roles and responsibilities for the overall leadership of this project, for the duration of this project. For Each individual furnish the following:

- Name
- Role and Responsibilities
- Experience
- List the Last 5 projects that each individual has worked on, including owner contact information.
- Individual Billable Rate
- Provide confirmation that assigned personnel will be available beginning immediately and throughout the duration of the project.