

**Request for Qualifications
Architectural Services
For The School District of Clayton**

School District of Clayton
#2 Mark Twain Circle
Clayton, Mo 63105

April 23, 2025

Project Name: Architectural Services 2025
RFQ Issued: April 24, 2025
Proposals Due: May 13, 2025
Delivery Location: #2 Mark Twain Circle, Clayton, Missouri 63105

Outline of Project:

The School District of Clayton operates 3 elementary schools, 1 middle school, 1 high school, and an early childhood education center. Other buildings include the administration building, a maintenance facility, along with athletic fields/facilities. The school district has dedicated maintenance funds used to maintain and improve buildings and grounds. A district wide long range facilities master plan was completed in January 2025. From that planning process, the District wishes to advance various capital improvement projects throughout the district.

The District invites qualified firms to submit a Statement of Qualifications for architectural services for the purpose of conducting feasibility studies and developing plans and designs for various capital improvement projects. The projects are divided up into three (3) separate packages:

1. Clayton High School academic wing addition, and related improvements.
2. Improvements to outdoor athletic facilities (Gay Field, Adzick Field, Wydown Middle School)
3. Renovation or reconstruction of District elementary schools and Pre-K facilities.

The following disciplines shall be considered as part of the planning process:

1. Architectural
2. Civil Engineering
3. Structural Engineering
4. Mechanical Engineering (Plumbing, HVAC, Fire Protection)
5. Electrical Engineering
6. Land Surveying
7. Landscape Design

Qualified Architects are encouraged to submit qualifications and proposals for any or all of the project packages. Each Respondent who submits a proposal shall hold any licenses as required by law. No proposals will be read or considered that do not fully comply with the provisions as to licenses and insurance.

Award of this work will be based on the best qualified firm at the District's discretion.

Questions regarding this Request for Qualifications should be directed in writing to John Brazeal, CFO, at johnbrazeal@claytonschoools.net. All questions will receive a written response.

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INSTRUCTIONS FOR RFQ SUBMISSION

To be considered, Qualifications packets shall be prepared in accordance with the following Instructions.

Section 1 - PROPOSAL REQUIREMENTS

The School District of Clayton, in Clayton, Missouri seeks architectural services in regards to multiple capital improvement projects involving feasibility studies and developing plans and designs. The project groupings are divided up into three (3) separate packages:

1. Clayton High School academic wing addition to support career and technical education programs and coursework, including high-demand areas like Geometry in Construction, Robotics and other similar programs. Further, upgrades to the Clayton High School auditorium are being considered since the space is utilized by the entire District and community.
2. Improvements to outdoor athletic facilities – potential projects include enhancements to Gay Field (either through major renovations at current site or relocating Gay Field adjacent to Clayton High School to improve safety and accessibility, completion of press box and dugouts at Adzick Field, and adding artificial turf to athletic field at Wydown Middle School.
3. Renovation or reconstruction of District elementary schools and Pre-K facilities to modernize learning spaces. The current buildings range in age from about 70 to 100 years.

The projects envisioned by the District are currently conceptual in nature. Further planning and analysis is required before any project advances towards construction. Construction of any project will require financing. Financing requires voter approval of General Obligation bonds. Potential ballot measures seeking voter approval of bond financing likely in 2026 and/or 2027.

The District invites firms to submit a Statement of Qualifications for these purposes.

Professional services may include (but is not limited to) consulting, programming, conceptual planning, preparation of reports, public engagement, budget estimating, feasibility studies, design development, construction phase, and related services.

After review of each firm's qualifications, the intent is to invite two or more firms to interview.

Each applicant who submits a proposal shall hold any licenses as required by law. No respondent submittal will be considered which does not fully comply with the above provisions as to licenses, and any deficient materials required by this RFQ.

The District is an equal employment opportunity employer. Unless exempt, Architect shall comply with:

- The Equal Employment Opportunities of the Civil Rights Act of 1964 (as amended);
- Executive Orders 11246 and 11357 (as amended);
- Age Discrimination in Employment Act of 1967;
- Rehabilitation Act of 1973;
- The Vietnam Era Readjustment Act of 1974;
- And with all other governmental laws, orders and regulations relative to wages and hours of labor and other matters.

Section 2 - DISTRICT HISTORY

The School District of Clayton is committed to inspiring each of its students to love learning and embrace challenges within a rich and rigorous academic culture. To achieve this mission, Clayton maintains a student to teaching-staff-member ratio of about 12:1 at the elementary, middle and high school levels, which includes teachers, counselors and librarians. Individualized instruction is stressed at each grade level. The certificated staff of the District total 289, including teachers, administrators, counselors and librarians.

Most classroom teachers have nearly 18 years of experience and 96.2 percent hold a master's degree or higher. Their work is complemented by resource teachers, interns and general education staff. Each school has a library exceeding national standards and a full-time librarian. All schools also have at least one counselor and social worker, and basic instruction is augmented by regular instruction in art, music, physical education and technology.

Clayton students excel academically. At Clayton High School (CHS), students participated in 32 distinct Advanced Placement courses/assessments. Two hundred ninety nine junior and senior students participated in 865 AP exams during the 2024-2025 school year and earned a passing grade of 3, 4 or 5 on 90 percent of those exams. In the same school year, 97 percent of CHS seniors graduated, and almost 90 percent of graduates advanced to two- and four year colleges. The class of 2024 had a composite mean SAT score of 1189. The average ACT composite score during the same time period was 26.

The District offers a full range of extracurricular activities and special programs. Before and after-school care is available in each of the District's elementary schools. Activity programs, intramural sports and city-sponsored athletic leagues provide other afternoon, evening and weekend options.

Every year a large number of students are recognized as National Merit and Commended Scholars. Clayton's K-12 students compare favorably in ability and achievement with students from independent schools and select suburban districts nationally, including schools on the eastern seaboard and west coast.

Additionally, the District provides a wide range of opportunities for its residents and students, including adult continuing education programs and summer programs. Since 1981, the District has participated in a voluntary desegregation program with the City of St. Louis. Approximately six percent of the District's students are enrolled through participation in the desegregation program.

The District is located in the City of Clayton, just west of St. Louis. It is the hub of the St. Louis Metropolitan area. Combining a bustling downtown with quiet, secure residential neighborhoods, Clayton is the seat of St. Louis County. With a population of around 17,000 residents, it is also home to several Forbes and Fortune 500 headquarters.

Section 3 - OBJECTIVES

The School District of Clayton proposes to retain one or more highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the projects. The School District of Clayton will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and construction of Pre-K-12 public education buildings and projects. The overall goal of the Board of Education is to complete an advanced planning study to determine whether it is in the best interest of the Board of Education and more cost effective to renovate or construct new buildings. The School District of Clayton reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

Given the physical age of the current facilities, as well as the educational needs for learners in 2025 and beyond, a visionary plan for facilities is imperative.

Section 4 - SCOPE OF WORK

The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate.

Upon the initial selection of a Respondent based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The Board of Education anticipates a contract which will include an advanced planning study, schematic design, production of computer generated renderings, and cost estimations for each phase of the project(s). The Board of Education anticipates the initial scope of work will include preparing a proposal of the project, including a cost estimate of construction and computer generated renderings, to be presented to voters for bond issue approval. If bond issue financing is not voter approve, there may be no further work needed from the Architect. The Board of Education reserves the right to include additional project elements in the initial or subsequent professional services agreements as The Board of Education may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the Board of Education reserves the right to approve proposed sub-consultants that will be associated with each project.

The work will include, at a minimum, the following components for each of the packages outlined earlier in this document:

1. Analysis of existing facilities and the completion of a feasibility analysis with basic budget figures for renovating existing facilities and/or construction of new facilities.
2. Development of a design plan, including schematic designs and renderings, of proposed renovation and/or new construction.
3. The design of a project plan that allows for phased implementation, if and where necessary.

Section 5 - SELECTION PROCESS

Upon review of the statements of qualification received, The School District of Clayton intends to evaluate the proposals and invite two or more firms to be interviewed before making a final selection of a firm(s) for the project. The School District of Clayton will notify firms of the date and time of the interview. The School District of Clayton reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with the District on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

Section 6 - EVALUATION CRITERIA

For each firm submitting a proposal, the following criteria will be used to evaluate the RFQ responses (items listed below are not listed in order of importance):

- Technical Qualification and Competence. This includes experience, expertise, and familiarity (specifically team members assigned to these projects) in regards to public school projects, applicable laws/requirements for public works projects in general, other specific program experience that may be uniquely provided by the District that can benefit the district, any other combination of skills, experience or knowledge in particular that may further assist the District in achieving its goals;
- Similar Project Related experience (of the firm) with educational projects and other projects similar in programming requirements and scope. In addition, the individuals who would be assigned to the team and their related experience with educational projects and other projects similar in programming requirements and scope;
- Approach to Work. This includes project management coordination methodologies, analysis and study approaches, ability to keep timelines, respond to delays and consultant's ability to communicate effectively with District personnel, and offer advice in the best interest of the District and its programs;
- Available Resources. This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories;
- Responsiveness to the RFQ This would include any documents submitted such as concept plans, space planning, and design concepts and other related items;
- Professional References Provide names and contact information for professional references.

Section 7 - ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.

Cost of Responses: School District of Clayton will not be responsible for the costs incurred by anyone in the preparation and submission of responses.

Contract Negotiations: This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the School District of Clayton, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

No Obligation: School District of Clayton reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in The School District of Clayton's best interest; or cancel the entire process.

Professional Liability Insurance: The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

Section 8 - SUBMITTAL INSTRUCTIONS

1. Sealed submittals are required.
2. Three copies of the responses are to be delivered to John Brazeal, CFO, at the address set forth below at or before 2:00 pm. on Tuesday, May 13, 2025.
3. All submittals must be labeled: CLAYTON SCHOOLS – ARCHITECTURAL SERVICES.
4. All submittals must identify which of the three packages the firm's submittal applies.
 - Clayton High School academic wing addition
 - Athletic facility improvements
 - Renovation/reconstruction of elementary & Pre-K schools
5. Deliver submittals to the following address: The School District of Clayton, #2 Mark Twain Circle, Clayton, MO 63105.
6. To enable The School District of Clayton to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11"by 17"). Each section shall be separated by a tabbed divider.

Section 9 - CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section.

Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- Divider #1: Firm Information
 - Firm name, addresses, and telephone numbers of all firm offices.
 - Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
 - Years firm has been in business.
 - Name of principals in the firm.
 - Primary contact.
 - Completed Form W-9

- Organizational description.
 - Description of firm's philosophy.
- Divider #2: General Company History/Qualifications
 - A brief history of the Architect and the services routinely provided.
 - An organization chart that explains team member responsibilities.
 - Name and contact information of the Project Team Leader in charge of projects.
 - The resumes of all persons to be assigned to the District's projects with their prospective roles identified.
 - Documentation that the firms on the Architect team (architects and engineers) are registered in the State of Missouri.
- Divider #3: Financial and Legal Status
 - Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
 - List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
 - List all litigation against or involving the firm or its agents or employees with respect to any work performed.
 - All insurance coverage that the firm has which would be applicable to the work.
- Divider #4: Experience and References
 - Discussion of Architect's experience in working with government agencies.
 - List of representative educational and governmental projects, whether ongoing or completed, including references. Please begin with projects in Missouri. For each, please provide:
 - Project name and location;
 - Year completed;
 - Short description of project;
 - Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project;
 - Cost of Construction for project;
 - Names, addresses and telephone numbers of general contractor and engineer;
 - Design and construction cost and whether or not it was completed on time;
 - List of projects with LEED accomplishments;
 - List of differentiating factors your firm possesses.
- Divider #5: Management and Organizational Approach
 - In three pages or less, please describe your management and organization approach to the described project types. The following should be addressed within this description:
 - Describe your firm's understanding of the projects.
 - Describe how the firm will organize to perform the services.
 - Describe your firm's approach to code analysis and jurisdictional approvals.
 - Describe your firm's approach to quality control.
 - Describe your firm's proposed planning methodology and scheduling.

Section 10 - PUBLIC ENGAGEMENT

Involving and engaging the community's residents and stakeholders is a critical component to the success of the Project. The District expects the selected architectural firm to design, implement and facilitate a robust public outreach program that ensures the public is given the opportunity to participate in the process and provide feedback and direction on District facilities. The Architect will develop and utilize innovative and cost-effective methods to generate and maximize public participation. This method should include a blended strategy of engagement, including in-person engagement opportunities. Effective public engagement is necessary to gain voter support for a potential bond issue.

Section 11 - OTHER MATTERS

Ownership of proposals. All proposals become the property of the District upon receipt. Selection or rejection of the proposal will not affect this right. The District shall have the right to use all ideas or adaptations of the ideas contained in any proposal. Disqualification of a proposal does not eliminate this right.

Proprietary information. All material submitted in response to this RFP will become public record and will be subject to inspection after a contract is executed.

Required Affidavit for Contracts Over \$5,000. Business entities desiring to contract with the District for the provision of service shall comply with the provisions of Sections 285.525 through 285.550 RSMo. Contract award is contingent upon Company providing an acceptable notarized affidavit stating:

1. that the Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that the Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Additionally, Architect must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memorandum of Understanding (MOU)).

END OF DOCUMENT