School Building Authority of West Virginia

ARCHITECTURAL/ENGINEERING PROCUREMENT

Questions and Information Criterion for Schools Projects

***Question:***Discuss your firm experience with K-12 project, SBA policy and procedures and State Board Policy 6200.

***Question:*** Does your firm have experience with designing school facilities that incorporate **Leadership in Energy and Environmental Design** (**LEED**) one of the most popular green building certification programs? If so, provide examples and discuss.

**Question:** As indicated in the Statement of Qualifications (SOQ), discuss your firm’s experience or willingness to review, with the owner, previously designed school projects and to consider prototyping the design with adaptations for this project.

***Question:*** Is your firm capable of/willing to preparing renderings or other presentation material that may be requested by the School District for board presentations, SBA funding, public meetings, etc?

***Question:***How many commissions (design & construction) is your firm actively involved in at this time?

1. Would your firm be capable of handling two (2) concurrent projects while still meeting the SBA design phase deadlines?
2. If the School District desire to expedite the design/construction of the project, is your firm able to accommodate this request?
3. Is your firm available to get started immediately?

***Question:*** Should the Owner request elements in the design that you as the designer feel are outside the scope of work and budget for the project, how will you address this issue?

***Question:*** As you may already know the SBA made policy changes related to the use of Building Information Modeling (BIM) standards in December (which will be applicable to these projects).

1. What has your firm done to comply with these policy changes?
2. Are each of your consultants utilizing BIM design procedures?
3. Have you utilized the BIM process (Design and Construction) on any projects over the past few years? What is your experience or expertise?
4. In your experience, has the 3D design modeling related to the BIM process added additional cost to the design phase?

***Question:*** Describe systems used for tracking and managing design, processing submittals and shop drawings and construction administrative responsibilities**.**

***Question:*** What is, or how do you implement, the quality control process at your firm? How do you manage design coordination with your consultants? Explain.

***Question:*** The School District has engaged the services of a construction manager on these projects.

1. What is your firm’s past experience with construction managers? How has your firm worked with construction managers in the past?
2. The construction manager will be performing cost estimates at each design phase submission. How will you work with the construction manager to control cost / maintain the project budget? Explain.
3. The construction manager will be providing constructability review comments at each design phase submission.
	1. Discuss your firm’s practice in addressing constructability review comments.
	2. If you fail to incorporate a constructability comment that results in a change order during construction, who do you feel should pay for that change order?
4. The construction manager will be responsible for developing and maintaining the design and construction schedule. How will you work with the construction manager to ensure both the design and construction schedule is maintained? Explain.

School Building Authority of West Virginia

ARCHITECTURAL/ENGINEERING PROCUREMENT

Questions and Information Criterion Scoring Matrix

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rater: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERION (WV Code §5G-1-3)** | **Remarks** | **Points Possible** | **Points Awarded** |
| **A. General Organization**Submitted EOI Materials (5)Statements of Qualification (5) |  | 10 |  |
| **B. K-12 Design Experience**Comparable Project Experience (5)5 Year History of K-12 Design (5)Experience w/ SBA Requirements (5)Experience w/ Policy 6200 (5)Consider Prototype School App. (5) |  | 25 |  |
| **C. Key Personnel Qualifications**Offices in WV for at least one yearLicensed Architects (5)Construction Administrators (5)LEED AP (5)BIM Experience (10)Consultants – Key Personnel Qual. (5) |  | 30 |  |
| **D. Project Approach and Understanding**Discussion of Anticipated Concepts & Proposed Methods of Approach (5)Major Issues Considered (10)Systems for Managing/Tracking (10)Quality Control Program (5) |  | 30 |  |
| **E. References** |  | 5 |  |
| **Grand Total:** (Minimum Score of 70 Required to be Considered) | 100 |  |

**Comments:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_