



**Pleasant Hill R-III School District  
REQUEST FOR QUALIFICATIONS (RFQ)**

**for**

**Professional Architecture / Engineering / Design / Consulting Services**

**for the Anticipated 2025 Bond Issue District-Wide Projects**

**NOTICE**

The Pleasant Hill R-III School District (District) will accept Statements of Qualifications for architecture, engineering, design and consulting services as described in the attached RFQ. Qualified firms are invited to submit ten (10) copies of their Statement of Qualifications as described herein.

**STATEMENT OF QUALIFICATIONS SHALL BE LABELED:  
PROFESSIONAL ARCHITECTURE, ENGINEERING, DESIGN & CONSULTING SERVICES**

**AND ADDRESSED TO:  
Mr. Mike Clevenger  
Pleasant Hill School District  
318 Cedar Street  
Pleasant Hill, MO 64080  
PH: 816-540-3161**

**PROPOSALS MUST BE RECEIVED BY:**

**2:00 pm, Thursday, Apr 25, 2024**

Questions may be directed to Mr. Mike Clevenger, Director of Facilities

Phone 816-519-6734

Email: [mclevenger@phr3.org](mailto:mclevenger@phr3.org)

General District Information

[www.phr3.org](http://www.phr3.org)

## REQUEST FOR QUALIFICATIONS

A request for qualifications response will be received by the Pleasant Hill R-III School District in the Administrative Office until 2:00 pm, Thursday, April 25, 2024, in accordance with the specifications and needs as described herein.

Proposals must be in envelopes marked plainly and prominently:

**Professional Architecture, Engineering, Design & Consulting Services** and addressed to Pleasant Hill R-III School District, Attn: Mr. Mike Clevenger, 318 Cedar Street, Pleasant Hill, MO 64080. Faxed or emailed proposals will not be accepted.

Award of this contract is planned for: **May 21, 2024** at the regularly scheduled Board of Education meeting.

The Pleasant Hill R-III School District reserves the right to reject any and all proposals and to waive any “informalities” in the proposals received whenever such selection, rejection or waiver is in the District’s best interest.

**Firms submitting proposals will be required to honor the terms and commitments identified in their RFQ response for a period of one hundred eighty (180) days from the opening.**

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Mr. Mike Clevenger  
Director of Facilities

## **PURPOSE**

The Pleasant Hill School District is requesting qualifications from architectural firms. Services to be provided include pre-bond planning services, as well as customary architectural, civil, landscape, structural and MEP engineering services. The Pleasant Hill School District Board of Education currently intends to call for a general school bond election in 2025 in response to growth and needed capital improvements. The District desires to select a full-service firm that will be available to assist with all design-related services noted above. Request for Qualifications (RFQ) responses are sought from architectural firms experienced in delivering the design-related services necessary to implement a public school district bond improvement program, including but not limited to:

Facility Master Planning

Bond Planning, Community Engagement & Communications Support

School Facility Programming, Design and Construction Administration

## **INFORMATION ABOUT THE DISTRICT**

Organization

Seven Member Board of Education

(1) Primary School	K-2
(1) Elementary School	3-4
(1) Intermediate School	5-6
(1) Middle School	7-8
(1) High School	9-12

Pleasant Hill R-III is an accredited school district located in Cass County, Missouri consisting of grades Pre-K thru 12 housed in five distinct and separate facilities within the city of Pleasant Hill and unincorporated areas of Cass County.

### Current K thru 2nd Grade building:

Pleasant Hill Primary School

304 Eklund

Pleasant Hill, MO 64080 (Facility was built in 2006)

### Current 3-4 Grade building:

Pleasant Hill Elementary School

327 N. McKissock

Pleasant Hill, MO 64080 (Facility was built in 1970, 1980, 1990, 2015)

### Current 5-6 Grade building:

Pleasant Hill Intermediate School

1204 E. 163rd Street

Pleasant Hill, MO 64080 (Facility was built in 1999)

### Current 7-8 Grade building:

Pleasant Hill Middle School

1301 Myrtle

Pleasant Hill, MO 64080 (Facility was built in 2010)

### Current 9-12 Grade building:

Pleasant Hill High School

1 Rooster Way

Pleasant Hill, MO 64080 (Facility was built in 1980, 2004)

## **ADMINISTRATIVE INFORMATION**

### **District Contacts**

**Director of Facilities**

Mr. Mike Clevenger  
Pleasant Hill R-III School District  
318 Cedar Street  
Pleasant Hill, MO 64080  
PH: 816-540-3161  
Email: mclevenger@phr3.org

**Assistant Superintendent:**

Dr. Suzanne Brenneman  
Pleasant Hill R-III School District  
318 Cedar Street  
Pleasant Hill, MO 64080  
PH: 816-540-6105  
Email: sbrenneman@phr3.org

**Superintendent of Schools:**

Dr. Wayne Burke  
Pleasant Hill R-III School District  
318 Cedar Street  
Pleasant Hill, MO 64080  
PH: 816-540-3161  
Email: wburke@phr3.org

### **SCOPE OF SERVICE**

The Pleasant Hill R-III School District is soliciting professional architectural and engineering services in response to growth and needed capital improvements in support of the District's Long Range Facility Plan. The selected Consultant will be expected to assist the District in obtaining all necessary approvals from the city, state, and licensing officials. The District expects the selected firm to provide construction administration services to ensure that the District's selected Contractor(s) delivers facility improvements that conform to the bid/construction documents prepared by the Consultant.

### **DELIVERABLES & PROCESS**

It is expected that the selected Consultant will provide the following services, at a minimum.

1. Permit, Bid and Construction Documents for the projects identified in the District's Bond Program.
2. Conduct those design-phase meetings with District staff needed for the Consultant to prepare design-phase documents that respond to the District's budget and stated program needs.
3. Board of Education Meetings. Presentations to the BoE as needed to keep them apprised of Bond Program progress.
4. Ongoing documentation of construction progress to ensure construction meets the design intent and program expectations. This Consultant service does not relieve the Contractor of their responsibility to construct facility improvements that conform to the Consultant's bid/construction documents.

## **DISTRICT SPECIFIC AREAS OF INTEREST**

The successful Consultant will share collective expertise that:

1. Reflects the breadth and depth of understanding of the community's needs,
2. Demonstrates a conceptual understanding of design for the District's future,
3. Demonstrates designs for effective learning environments using researched best practices,
4. Engages the District in a visioning process that guides conceptual designs,
5. Recommends quality control measurements to ensure project success and communication, strategies to keep the District informed of essential details throughout the project, and
6. Recommends appropriate design solutions that ensure project quality, efficiency, and effectiveness.

## **POTENTIAL PROJECT SCOPE**

The selected Consultant will assist the District with project planning, scheduling and budgeting for a possible Bond referendum in 2025. Respondents to this RFQ shall identify their experience and qualifications to perform: Pre-Bond Planning Services; Public Relations; Pre-Design Services; Site Analysis Services; Educational Programming Services; Schematic Design Services; Design Development Services; Contract Document Preparation Services; Bidding Assistance; Contract Administration Services; and Field Observation. Potential projects may include:

- Multi-Story Athletic Field House (weight room, locker room with restrooms, storage)
- Replace and expand home side bleachers with subgrade storage
- Expand and/or replace existing Press Box
- Additional stadium restrooms
- Grade level addition to existing Intermediate School
- Grade level addition to existing Primary School
- Field turf added to existing softball field
- Replacement of District and school building roofs
- Additional technology replacement and/or upgrades
- Stadium camera installation
- District replacement of cameras
- Stadium and District parking lots (upgrades and improvements)
- Deferred Maintenance

These subject areas are being evaluated along with current building capacities to determine the required program (space) needs. The selected Consultant will assist with project planning, scheduling and budgeting for a possible Bond Referendum in April 2025. They will also be asked to assist in the evaluation of new or existing sites for planned construction.

All design-related consultants required to implement the various bond program scopes of work will be contracted to the successful Architectural firm and identified in the selection process proposals, including but not limited to the following:

- Mechanical, electrical & plumbing engineering services
- Intercom, fire protection, acoustical and AV design services
- Structural engineering services
- Civil Engineering
- Construction Cost Estimating

## **REQUEST FOR QUALIFICATIONS DUE DATE**

Proposals must be submitted by Thursday, April 25, 2024, no later than 2:00 pm (local time). Refer to "Submitting Your Response" section of this document for details.

### **Schedule of Events:**

- Request for Qualifications issued: 4/3/2024
- Proposals due by 2:00 pm on 4/25/2024
- Selection Committee submits recommendations to Superintendent: 4/30/2024
- Notification to short-listed Firm or Firms: 4/30/2024
- Oral presentation(s): 5/7/2024
- Committee reviews interview results: 5/8/2024 to 5/9/2024
- Committee finalizes recommendation: 5/14/2024
- Submit recommendation for Board agenda: 5/15/2024
- Board of Education contract approval: 5/21/2024
- Notice of School District decision: 5/22/2024

Date of oral presentations and interviews are subject to change as needed to meet District and individual schedules.

## **PROPOSAL REQUIREMENTS**

The formal submission response shall contain the following information, in the following sequence and format.

### **Title Page**

### **Letter of Introduction (2-page max)**

### **Table of Contents**

#### **1. Prime Consultant's Firm Profile and Philosophy**

All the information submitted should be related to the Prime Consultant. (Do not include information for any sub-consultant in this section. Sub-consultant information is to be included in Section 8).

#### **2. Prime Consultant's Project Approach to Planning and Design**

Submit a project approach regarding your firm's understanding of the content areas identified above. In detail, describe your firm's planning process and how you propose to include District Administration, the Design Teams, Professional Staff, and the Board of Education. In addition, in detail describe your firm's process for Quality Assurance / Quality Control.

#### **3. Consultant's Personnel Assigned to the Project**

Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team and identify their level of experience with public school projects. List at a minimum 3 relevant projects and locations for each project type that individual team members have worked on.

#### **4. Prime Consultant's Experience with similar projects**

Prime Consultant should provide information about their experience on similar school projects and their overall qualifications to carry out the project. Please provide project descriptions, locations and color photos on at least 3 relevant projects that have occurred in the last 5 years. All the projects submitted should be projects completed by the Prime Consultant (do not include past projects for any sub-consultant that may be included on your team).

4.1 Comment on your firm's ability to determine programming and processes to ensure facility design meets curriculum needs.

4.2 Document on the areas you would utilize consulting services of other firms, which firms you would consider including on your team, your history with the firm and individuals, and why they are best suited for working with you and Pleasant Hill School District.

4.3. Comment on your firm's ability to conduct a Pre-bond communication and planning program for Pleasant Hill School District. The services requested may include graphics, community surveys, digital and print media communication programs, strategies, and capabilities, public relations and communications program development and implementation.

#### **5. Future Ready Educational Planning Experience**

Consultant should provide information about its planning experience and capabilities related to collaborative and engaging student-centered educational design.

#### **6. Cost Control**

The Prime Consultant will provide a list of three (3) recent School projects that are similar in size. All the projects submitted should be projects completed by the Prime Consultant in the last 5 years (do not include past projects for any sub-consultant).

Indicate the following:

6.1 Client and the client's budget

6.2 Consultant's construction cost estimate at the time of Bond passage

6.3 Actual final construction cost (SF construction)

6.4 As a percentage, identify the deviation of final construction cost from preliminary estimates.

## **7. Consultant References**

The Prime Consultant will provide a reference list of three (3) recent projects noted. Include district, contact name and telephone numbers. All the references submitted should be for projects completed by the Prime Consultant. (Do not include references for any sub-consultant that may be included on your team.)

## **8. Information on Sub-Consultants Your Firm Will Employ for this Project**

Please include relevant information including Sub-Consultants firm(s) history & profile, philosophy, specialization, experience, and references.

## **9. Why Should Pleasant Hill School District Utilize Your Firm/Additional Information**

Please feel free to include information describing what makes your firm or team unique.

## **10. Completion of Federal Work Authorization Program Affidavit**

Detailed fees and schedule(s) are not requested by the School District as part of this solicitation and are not to be included in your response.

## **SUBMITTING YOUR RESPONSE**

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to email a pdf file with bookmarks for each section described above to Mike Clevenger. No hard copies of the submittal are required. Parties are requested to sign the proposal and, when in the name of a company, by some officer whose title is shown. Submissions should be titled as follows:

“REQUEST FOR QUALIFICATIONS, Pleasant Hill School District”  
“Professional Architectural / Engineering / Consulting Services  
for the Anticipated 2025 Bond Issue District-Wide Projects”

Mike Clevenger, Director of Facilities  
Pleasant Hill R-III School District  
Cell-816-519-6734  
Email - [mclevenger@phr3.org](mailto:mclevenger@phr3.org)

The deadline for submitting your response will be no later than 04/25/2024  
Proposals received after this date and time will not be considered.

Proposal questions or clarification before submittal may be directed to Mike Clevenger, Director of Facilities.



## **SELECTION**

Within a period of approximately five days following the submittal deadline a Selection Team will evaluate proposals, select the two most highly qualified firms to present to the district's **Superintendent, Assistant Superintendent, and a selection of district administration** on **05/07/2024**. Board action is anticipated to be at the **05/21/2024** meeting.

## **RESERVATIONS**

The Selection Team and the Pleasant Hill School District Board of Education reserve the right to reject any and all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgment, best meets the requirements of the anticipated projects.

All costs incurred in the preparation of the response to this Request for Proposal will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Qualifications become the property of Pleasant Hill School District and will be part of public record.

## **CONTRACT NEGOTIATIONS**

Pleasant Hill School District will attempt to negotiate and contract for services, described in this RFQ solicitation, with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

**BACKGROUND CHECKS** The Pleasant Hill R-III School District School District requires that all vendors working in the district have on file with the district, two types of background checks for employees or subcontract employees who will be working unescorted on/in any district campus and/or buildings. The two checks are:

Missouri Child Abuse or Neglect/Criminal Record Check

Missouri State Highway Patrol Criminal Record Check (\$12.00 per application)

**NOTE:** The school district will provide the forms and process both the Missouri background record checks.

Upon notification of contract award, the contractor will be required to submit background checks for all employees who will be working unescorted on/in any district campus and/or building. All background checks are required to be on file prior to authorization to proceed. All background check documentation shall be delivered to Mike Clevenger, Director of Facilities and (2 to 5 days) prior to proceeding, along with a check for the amount equal to the number of employees times the fee noted above. The District will notify the contractor of unapproved background checks. It shall be the responsibility of the service provider to ensure all their staff and their subs are in compliance with District access security requirements.

**INSURANCE** Ability to provide Commercial General Liability Insurance and Automobile Liability Insurance written for not less than the following limits of liability:

The successful consultant must be able to meet or exceed the following insurance limits. The successful proposer shall provide and maintain for the duration of the contract, the insurance acceptable to, and approved by the Pleasant Hill R-III School District School District. A certificate of insurance which names the District as additional insured per the following requirements is to be furnished within fifteen (15) calendar days following the notice of award, and prior to work proceeding under this contract.

**WORKERS COMPENSATION INSURANCE** The Service provider shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the Service provider shall require the sub

similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Service provider. In case any class of employees engaged in hazardous work under this contract at the site of the work is not protected under the Worker's Compensation Statute, the Service provider shall provide and shall cause each sub to provide Employee's Liability Insurance for the protection of their employees not otherwise protected.

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** The Service provider shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect them and any sub performing work covered by this contract from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by any sub or by anyone directly or indirectly employed by either of them and the amounts of insurance shall be as follows:

1. PUBLIC LIABILITY INSURANCE in an amount not less than \$1,000,000 single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
2. AUTOMOBILE PUBLIC LIABILITY AND PROPERTY DAMAGE: The Service provider shall maintain during the life of this contract, automobile public liability insurance in the amount of not less than \$1,000,000 single limit for any one occurrence and not less than \$300,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Service provider's own automobiles, teams and trucks; hired automobiles, teams and trucks; and automobiles both on and off the site of the work.
3. OWNER'S CONTINGENT OR PROTECTIVE LIABILITY AND PROPERTY DAMAGE: The Service provider shall provide the District with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the District against any and all claims which might arise as a result of the operations of the Service provider or his subs in fulfilling the terms of this contract during the life of the contract. It is preferred that this policy includes a provision for alleged assault and battery. The minimum amounts of such insurance will be \$1,000,000 per occurrence, \$300,000.00 per individual. Should any work be subcontracted, these limits shall also apply.

**PROOF OF INSURANCE** The Service provider shall furnish the Pleasant Hill R-III School District School District with a Certificate of Insurance which names the District as additional insured in amounts as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall remain in effect until such time as the District has determined that the contract is complete.

**HOLD HARMLESS AGREEMENT** To the fullest extent not prohibited by law or by the Consultant's Professional Liability Insurance provider, the Service provider shall indemnify and hold harmless the Pleasant Hill R-III School District School District, its Board of Education, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Service provider, of any sub

(meaning anyone, including but not limited to consultants having a contract with Service provider or a sub for part of the services), or of anyone directly or indirectly employed by Service provider or by any sub, or of anyone for whose acts the Service provider or its sub may be liable, in connection with providing these services. This provision does not, however, require Service provider to indemnify, hold harmless or defend the District from its own negligence. The exact terms of the Hold Harmless Agreement will be defined in the Owner-Architect Agreement.

**PROPOSAL SUBMITTAL** The undersigned further agrees and understands that the Pleasant Hill R-III School District School District has the right to reject any and all proposals, to waive technicalities or other requirements for its benefits, and to accept the proposal as genuine and that it is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rule of any group, association, or corporation; That there has been no attempt to directly or indirectly induce or solicit any other vendor to submit a false proposal; That there has been no attempt to solicit or induce any person, firm or corporation to refrain from submitting a proposal; And that they have not sought by collusion or otherwise to obtain for themselves any advantage over any other proposer or over the Pleasant Hill R-III School District School District.

Signature

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Print Name

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Firm Name

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Mailing Address

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Phone ( )

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FAX ( )

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Date

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**FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" work authorization program of the United States, and are

participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulation issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: (signature) Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the

following facts are true:

- 1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2. I am employed by hereinafter" Company") and have authority to issue this affidavit on its behalf.
- 3. Company is enrolled in and participating in the United States E-Verify federal work authorization program

with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT. By: (individual signature)

For: (company name) Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 .

\_\_\_\_\_

My commission expires:

NOTARY PUBLIC