

**ROSE ROCK SCHOOL  
1515 W Main St.  
Norman, Oklahoma**

## **REQUEST FOR PROPOSALS**

**TO: Qualified Architectural Firms  
FROM: Rose Rock School**

**RE: Request for Proposals for Professional Architectural and Related Services for Scoping of FEMA Rated Community Safe Room**

**DATE: January 5, 2022**

### **SECTION 1. INTRODUCTION**

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested. This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with standards of 2 CFR 200.317-200.327. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional architectural and related services.
- b. Board of Directors of Rose Rock School will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement.
- c. Written proposals will be reviewed and rated. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The Board of Directors of Rose Rock School may or may not elect to interview any of the responding firms.
- d. The Board of Directors of Rose Rock School has exclusive and sole discretion to determine the firm whose services will be most advantageous for this project, and reserves the right to reject all firms. The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

## SECTION 2. GENERAL SCOPE OF SERVICES

The Board of Directors of Rose Rock School seeks proposals of professional architectural firms who have the knowledge, experience, and expertise to provide architectural design services for a FEMA rated community safe room project. Services may include, but are not limited to, preparing preliminary architectural report, planning, design and cost estimating. The scope of this project is as follows:

This project involves the examination of an existing concrete building located on the north end of the school, which currently serves as parking/storage space. This space is intended to be developed into a multipurpose room that will shelter the growing number of students and faculty in case of a tornadic event. Upon examination, the selected firm will determine the feasibility to retrofit the existing structure (or any other alternatives considered, such as demolition and rebuilding), for the design and construction of a stand-alone safe room that meets FEMA Publication 361 criteria. Upon written approval from the Board, the selected firm will provide a cost estimate of the architectural design and specifications, and the associated construction costs.

The end products of this project are:

1. A visit to examine the current structure
2. A meeting with the Board of Directors of the school to communicate findings
3. Architectural Design and Specifications, signed and sealed by a professional Architect and/or Engineer.
4. A detailed Construction Budget associated with the proposed design.

The Board of Directors of Rose Rock School requires design work experience based on FEMA 361. Architectural services may include schematic and final drawings, plans and specifications, and estimates of construction cost; services may also include studies, investigations, evaluations, and engineering services if required. The firm must comply with all applicable state, local, and federal regulations related to the services provided.

The Board of Directors of Rose Rock School reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

## SECTION 3. FIRM QUALIFICATION AND PROPOSAL REQUIREMENTS

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this request. Proposals must be signed by an authorized representative or contracting agent of the firm. Proposals are due by close of business on **Friday February 28, 2022**. All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall

be prepared simply and economically, providing straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Provide a bound copy to:

**Rose Rock School**  
**1515 W Main St.**  
**Norman, Oklahoma 73069**

Or via email to [roserockschool@gmail.com](mailto:roserockschool@gmail.com) or [h3lvetica43@gmail.com](mailto:h3lvetica43@gmail.com) .

The following information must be submitted with the proposal on the date indicated above and, in the order, indicated below:

<b>PROPOSAL ITEM</b>	<b>DESCRIPTION</b>	<b>POSSIBLE POINTS</b>
<b>a. Recently Completed Projects</b>	Evidence of satisfactory performance in the design of community infrastructure. Relevant experience will be judged on the basis of the experience of those names to the firm’s project team for this project. Provide a list of references.	10 points
<b>b. Experience and Qualifications</b>	A statement of the firm’s qualifications to perform the work and years in business. The statement should include the following:	
	1. The general experience of the firm.	5 points
	2. The specific experience of the proposed personnel for the services requested, their qualifications, years of experience, professional certifications, and availability to perform the work and services to be provided	5 points
	3. A statement of experience and work similar nature that all the proposed personnel have performed	5 points
	4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise	1 point
	5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made	Pass/Fail
	6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.	1 point

<b>c. Firm's experience with FEMA safe room projects</b>	Please include a very specific statement as to the firm's experience with FEMA 361 and FEMA safe room projects	10 points
<b>d. Approach</b>	Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of design solutions, as well as the timeline for completion.	5 points
<b>e. Budget</b>	Discuss your firm's approach/method of designing to budget	5 points
<b>f. Conflicts of Interest</b>	Please include a statement as to potential general conflicts of interest that would prevent the Board of Directors of Rose Rock School from entering into an agreement with your firm pursuant to the RFP. If none exists, such a statement should be made.	Pass/Fail
<b>g. Licensing</b>	Firm must be licensed and approved for work in the State of Oklahoma. Please include a statement to this effect	Pass/Fail

The Rose Rock Board of Directors reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the Board of Directors. Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal.

END RFP

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