



REQUEST FOR INFORMATION
ARCHITECTURAL & ENGINEERING DESIGN
SERVICES

Central Nine Career Center Projects

Interview Date February 4th, 2021

Prepared by:
Central Nine Career Center
1999 US 31 South
Greenwood, IN 46143

Request for Information (RFI) – Architectural & Engineering Design Services

Central Nine Career Center is requesting information from qualified firms to provide architectural and engineering design services that should be provided at their interview on February 4, 2021.

1. Introduction

Central Nine Career Center (formerly Central Nine Vocational –Technical School) was established in 1970. The first minutes from the Temporary Governing Board are dated April 28, 1970. This meeting was held at the MSD Perry Township Administration Building and Mr. Richard Thomas of Perry Township was elected as temporary President. James Hixson was acting Secretary. An operating agreement was discussed and a Proposal for Continuation of a Feasibility Study was adopted (both attached). Representatives from all Participating School Corporations were present:

Beech Grove, Center Grove, Clark-Pleasant, Edinburg, Franklin Community, Franklin Township, Greenwood, Perry Township, and Nineveh-Hensley-Jackson.

Following State approval of the proposed 60-acre site, the Board on December 10, 1970 approved moving forward with the purchase and allocated an initial payment of \$95,000.

Plans for a school were approved, bids were accepted and construction began. Simultaneously, curriculum work was underway for the programs that would be in operation upon completion of the project. Salary schedules were adopted and individuals were hired for the 1972-73 school year.

The Governing Board began holding their regular monthly meetings for the first time on the Central Nine campus on May 11, 1972. On this same date, the facilities were declared ‘substantially completed’ by the Board. Classes were held for the first time the fall of 1972. A dedication and open house program was scheduled for October 15, 1972. On November 11, 1993 the Governing Board voted unanimously to change the name of the school to Central Nine Career Center.

Central Nine Career Center presently hosts 27 career and technical education programs for high school juniors and seniors from our eight participating school districts (Beech Grove, Center Grove, Clark-Pleasant, Franklin Community, Franklin Township, Greenwood, Perry Township, and Nineveh-Hensley-Jackson). Approximately 1200-1300 high school students attend Central Nine each school year. A robust adult education program also exists throughout the year on campus at night supporting English language learners, high school equivalency students, and community education students. The campus has six educational buildings.

Central Nine Career Center School Board of Trustees met on November 12, 2020 to discuss proposed project ideas for improvement and expansion at Central Nine Career Center.

Projects discussed were:

- Raze building C
- Move diesel to the current building C location
- Construct new diesel building with lab in place of former building C
- Renovate building D to expand welding (making room for two classes)

- Renovate the workout area of building D to move adult education offices and testing site
- Build a large multi-purpose space for approximately 750 people
- Convert room 106 to a resource/office area for special education and English language learners
- Add restrooms, storage, and a culinary classroom where welding is currently
- Add classrooms (3-4) that would be appropriate for health occupations classes between buildings A and B and add bathrooms to this area as well

Medium Size Projects and Maintenance Upgrades

- Expand bus parking and turn-around area to accommodate all buses in one area on the west side of building A
- Develop parent pick-up and drop-off plan on existing parking lot
- Replace and upgrade HVAC units as needed throughout campus

Additional Ideas that Were Discussed:

Purpose: The answers to the following questions and any other material you provide will be used as the basis for the initial evaluation of Architects/Engineers for planning, design and engineering services for Central Nine Career Center. Central Nine Career Center is looking to identify the following needs from the above mentioned list of concerns:

- A. Architectural improvements such as finishes, floors, media centers, support spaces and roofs.
- B. Engineering requirements to meet ADA and current code guidelines.
- C. Inspect the structural integrity of the buildings impacted by these potential additions.
- D. Define the spaces required to add to each building.
- E. Include conceptual drawings, descriptions, details and information in a manner that the school corporation and project manager can use to determine cost.
- F. Provide value engineering guidance when possible.
- G. State your opinion for the life expectancy after updates.
- H. Provide conceptual drawings, descriptions details and information in a manner that the career center and project manager can use to determine costs for one (1) new diesel building immediately north of building B, one (1) renovated building D with space for two welding classes and lab, one (1) new renovated space for adult education offices in building D, one (1) renovated area where the current welding program would vacate in building A to accommodate restrooms, a culinary arts classroom, and storage, one (1) multipurpose room large enough for 750 people, and three to four (3-4) classrooms and restroom facilities between buildings A and B.
- I. Itemize each with cost estimates for each piece and overall.

Instructions: This form is applicable only to this project, and all information must be provided in typewritten form and submitted with any additional materials. You should submit this information on or before January 22, 2021 so that it may be reviewed in advance of your potential interview on February 4, 2021.

1. Firm name and address: _____

2. Telephone number and email address: _____

3. Ownership: Parent Company _____

Branch Office _____

Corporation _____ Partnership _____ Individual _____ Other _____

4. Year in which firm was established: _____

5. Name, title, telephone number of contact person: _____

6. Insurance limits:

Name of Insurance Company:

Liability _____

Asbestos _____

Errors/Omissions _____

7. Current number of personnel by discipline. Note which discipline is by consultant and which is within your firm:

Architects _____

Specification writers _____

Engineers _____

Support staff _____

Estimators _____

Landscape architects _____

Designers _____

Draftsmen _____

Other _____

Total Staff _____

8. What specific aspects separate your organization from others in the same field of endeavor that would be advantageous for Central Nine Career Center to consider in the selection process?

9. Please name two school corporations for which you have completed repetitive work in the past 5-10 years. Include dates of construction, your estimated cost of each project, final cost, reasons for variation in estimate and final cost, cost per square foot of building, and cost of building per pupil for which each project was designed
10. List below what you consider to be the three best new school buildings you have designed and the three best new classroom/labs you have designed. Include hard costs and number of students the buildings were designed for. (Include major renovations.) Name project architect for each. Enclose photos or perspectives, elevations, and floor plans.

11. Services Provided	<u>Within Firm</u>	<u>By Consultant</u>
Architectural	_____	_____
Civil Engineering	_____	_____
Electrical Engineering	_____	_____
Mechanical Engineering	_____	_____
Landscape Architecture	_____	_____
Cost Estimating	_____	_____
Construction Supervisors	_____	_____
Others	_____	_____

12. Does your firm provide educational consulting services? If yes, please describe.

13. How does your firm determine when to recommend renovation and/or re-configuration of existing structures rather than new building construction?
14. Has your firm ever been involved in litigation with a school board? If yes, indicate the case or cases including cause number, the reasons for the litigation and the outcome of each.

15. Describe your concept/approach to construction management, and what specific services do you provide, or how do you work with construction management.

16. In your experience, what is likely cause(s) of project change orders? Define specifically your process for identifying, implementing, and communicating change orders? _____

17. What percent of the total cost were change orders in your last 5 projects in which your total paid fees were \$50,000.00 or greater? What was the total cost of each project? What percent of the change orders was owner initiated in each project?
18. Do you provide quality commissioning on each trade? How do you take responsibility for the architect's mistakes?
19. What role do you envision undertaking at regular project progress meetings?
20. What format/time intervals do you provide progress reports?
21. What is the title of the highest level, dedicated, full-time person responsible to oversee project activity? Is this person responsible for all aspects of the project and given authority to make decisions? To whom does this person report to (title) and what is their role? Is this person dedicated to one project at a time?
22. Is there an architect and engineering (or construction management) contract you prefer to use?
23. How do you develop contracts?
24. What is your role during financing?
25. How do you do pre-construction planning?
26. What are the most important aspects of getting a project started properly?
27. What are the most important aspects of ensuring a project is completed on-time or earlier?
28. What are the most important aspects of ensuring a project is completed at or under-budget?
29. What role do you believe value-engineering should have in this project and what would be your role in that process?

30. What designates final completion of a project from your perspective?
31. Who does your on-site project supervision? What is his/her background? Discuss your method of supervision.
32. What cost methods do you use, and how do you establish your cost estimates?
33. Identify frequently used consultants that might be used on this project.
34. What awards, recognitions, honors, magazine coverage, etc., has your firm received?
35. List names of professional organizations in which your firm currently holds membership:

National _____

State _____

Local _____

36. List the construction management or architect/engineer firms your firm has worked with on school projects:

Project	Architect/Engineer Construction Manager	Date
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37. How flexible are you with your specs?
38. Do you maintain a certified payroll? How do you track your contractor's pay for the prevailing wage?
39. Will the company be willing to work in phases? (Due to money constrictions)
40. If repairs are done during school, how do you control or handle dust, noise, and safety of students and staff?
41. Will there be daily clean up?
42. How many projects are you currently working?
43. Submit any additional information not included in the previous pages, which may be important to Central Nine Career Center in evaluating your firm. Thank you for your interest in this project.

The questionnaire shall be submitted and presented to the Central Nine Career Center Board of School Trustees by January 22, 2021 for use during your potential interview time on February 4, 2021. You may submit this questionnaire earlier if you like by returning it to the office of the Superintendent of Schools located at:

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1999 US 31 South
Greenwood, IN 46143

The Board of Education will interview up to three firms on February 4, 2021 and select one (1) firm to work on these varying construction projects.

Date _____

Firm Name _____

Address _____

City, State _____

Telephone and email _____

Signature of Firm Representative _____