



Architectural and Engineering Services Prequalification

Poudre School District (District) is seeking qualified architectural, engineering, and related professional design firms to provide planning, investigation, design, construction administration, and associated professional services for District facilities and properties.

The intent is to identify qualified firms with the experience, licensed professional personnel, technical capabilities, resources, and demonstrated ability to support both Facilities-driven needs and larger capital improvement projects within active K-12 educational environments.

Firms may seek prequalification for one or more professional service disciplines based upon their demonstrated qualifications and capabilities.

1. General Scope of Services

Professional services may include, but are not limited to the following:

a. Architectural Services

Programming, space planning, existing-condition documentation, building renovations, additions, interior improvements, accessibility, code analysis, construction documents, specifications, permitting assistance, bidding support, and construction administration.

b. Mechanical Engineering

HVAC systems, ventilation, hydronic systems, boilers, chillers, rooftop equipment, pumps, piping, building automation and controls coordination, equipment replacement, system evaluations, and associated mechanical infrastructure. Services may also include domestic water, sanitary and storm systems, natural gas, plumbing fixtures, water heating, pumps, piping systems, plumbing equipment replacement, and evaluation of existing plumbing systems.

c. Electrical Engineering

Electrical service and distribution, switchgear, transformers, panelboards, lighting and lighting controls, emergency power, generators, equipment connections, fire alarm systems, electrical system evaluations, and associated electrical infrastructure.

d. Structural Engineering

Existing-building structural evaluations, structural repairs, modifications, equipment supports, roof-related structural evaluations, foundations, framing systems, additions, and other structural improvements.

e. Civil Engineering

Site development, grading, drainage, stormwater, utilities, paving, accessibility

improvements, roadway and parking improvements, and associated civil infrastructure.

f. Landscape Architecture

Site planning, landscape improvements, irrigation, outdoor learning environments, site amenities, and related improvements.

g. Building Envelope and Roofing Consulting/Design

Roofing systems, exterior walls, windows, waterproofing, sealants, moisture intrusion, building-envelope investigations, repair recommendations, design, and construction observation.

h. Other Supporting Professional Services

Surveying, geotechnical engineering, fire protection engineering, acoustical consulting, technology and security design, commissioning, energy analysis, cost estimating, and other specialty professional services associated with District facilities and construction projects.

Firms are not required to provide all listed disciplines. Firms shall identify the specific professional disciplines and services for which they are seeking prequalification and whether those services are provided directly by the firm or through identified subconsultants.

2. Professional Services Responsibilities

Selected firms shall have the capability to provide appropriately licensed and qualified professional personnel necessary to successfully perform assigned services.

Responsibilities may include, but are not limited to, project planning; programming; site investigation; field verification and documentation of existing conditions; evaluation of existing building and site systems; development of design alternatives; code and regulatory analysis; cost estimating and design-to-budget support; constructability coordination; preparation of drawings, specifications, calculations, reports, and other professional documents; permitting and agency coordination; bidding support; construction administration; and project closeout.

Firms shall coordinate their work with District personnel, other design disciplines, consultants, contractors, utilities, authorities having jurisdiction, and other project stakeholders as applicable.

Firms shall maintain appropriate internal quality-control and interdisciplinary coordination procedures to identify conflicts, omissions, inconsistencies, and constructability concerns prior to issuance of design documents.

Professional documents requiring preparation, supervision, certification, or sealing by a licensed professional shall be completed in accordance with applicable licensing and regulatory requirements.

3. Facilities Support and Small-Project Services

Professional firms shall demonstrate the capability and willingness to support smaller Facilities-driven assignments in addition to larger capital projects.

Facilities assignments may include investigation of existing conditions; troubleshooting building or site issues; development of repair recommendations; code or technical evaluations; field measurements; preparation of sketches, details, calculations, reports, specifications, or limited construction documents; development of opinions of probable construction cost; permitting assistance; and construction-phase support. Assignments may require timely site visits and responsive evaluation of conditions affecting District operations.

Firms shall demonstrate the ability to appropriately scale staffing and level of effort to the size and complexity of an assignment and provide practical, constructible solutions appropriate to existing District facilities.

4. Minimum Professional Firm Requirements

Firms shall demonstrate the following minimum qualifications for each discipline for which prequalification is requested:

- a. Minimum of five (5) years of documented professional experience providing the applicable architectural, engineering, or professional services.
- b. Successful completion of at least three (3) comparable projects within the previous five (5) years, with K-12 educational experience preferred.
- c. Demonstrated experience providing professional services for existing, occupied, or operational facilities.
- d. Demonstrated experience with renovation, repair, replacement, or improvement projects involving existing building or site conditions.
- e. Ability to provide appropriately qualified and licensed professionals for each discipline of work being performed.
- f. Firms and individuals shall maintain all professional licenses, registrations, certifications, and other qualifications required by applicable laws and regulatory authorities for the services being performed.
- g. Demonstrated quality-control and interdisciplinary coordination procedures.
- h. Demonstrated ability to develop and maintain project schedules and meet required design and construction milestones.
- i. Demonstrated ability to provide cost-conscious design solutions and support development of projects within established District budgets.
- j. Demonstrated history of satisfactory performance related to design quality, technical accuracy, communication, coordination, schedule, budget, construction administration, and responsiveness.
- k. Demonstrated experience providing active construction administration through

- completion and closeout of construction projects.
- l. Sufficient qualified personnel and organizational capacity to support District assignments appropriate to the disciplines for which prequalification is requested.
 - m. Coordinate and verify the preparation of accurate as-built drawings throughout the course of the project to reflect all changes, modifications, and field adjustments from the original design. Note all changes that may be recommended for future projects of the same type.
 - n. Review, update, and submit final as-built drawings to the District within 60 days of substantial completion.

5. Existing Conditions and Design Coordination

The District's facilities include buildings of varying ages, construction types, and building systems. Firms shall recognize that existing documentation may be incomplete, outdated, or inconsistent with actual field conditions.

Firms shall demonstrate an appropriate approach to field investigation, verification of existing conditions, documentation review, and coordination necessary to develop designs for existing District facilities.

Firms shall not rely solely upon existing drawings or historical documentation when field verification is reasonably necessary to support the assigned professional services.

Design firms shall appropriately coordinate architectural, structural, mechanical, electrical, civil, and other applicable disciplines to minimize conflicts, omissions, and changes during construction.

Firms shall communicate identified existing-condition concerns, design conflicts, scope gaps, budget impacts, schedule risks, and other material project concerns to the District promptly upon identification and before proceeding with work that may be materially affected by the identified condition or concern..

6. K-12 and Occupied Facility Requirements

Firms shall recognize that design and construction activities may occur within active educational environments and shall demonstrate experience developing solutions that appropriately consider students, staff, visitors, District operations, school calendars, and restricted construction periods.

Design considerations may include project phasing, temporary conditions, utility shutdowns, access and egress, life-safety systems, noise, dust, odors, security, construction access, temporary facilities, and maintaining ongoing building operations.

Firms shall demonstrate the ability to coordinate project requirements with District Facilities, Construction, school administration, and other stakeholders as appropriate to the assignment.

7. Construction Administration

Construction Administration is considered a critical component of professional services provided to the District. Firms shall demonstrate the ability to remain actively engaged throughout construction and provide timely, technically accurate, and responsive professional support through final completion and closeout.

Construction Administration responsibilities may include, but are not limited to:

a. Construction Meetings and Coordination

Participation in preconstruction conferences, owner-architect-contractor meetings, coordination meetings, commissioning meetings, and other construction-related meetings appropriate to the project and discipline.

b. Submittal and Shop Drawing Review

Timely review of shop drawings, product data, samples, delegated-design information, and other contractor submittals for conformance with the design intent and requirements of the construction documents.

When a submittal involves or impacts multiple design disciplines, firms shall coordinate the review among the applicable disciplines and identify conflicts before returning the reviewed submittal.

c. Requests for Information (RFI)

Timely review and response to contractor RFIs. Responses shall provide clear direction and appropriately coordinate affected disciplines rather than transferring unresolved design coordination to the contractor or District.

Firms shall recognize that delayed or incomplete RFI responses may directly affect construction sequencing and schedule.

d. Supplemental Design Information

Preparation of sketches, details, supplemental instructions, revised drawings, specifications, calculations, and other information necessary to clarify or complete the design during construction.

e. Site Observations

Performance of periodic site observations appropriate to the project phase, construction activities, and professional discipline.

Firms shall observe the general progress and quality of work relevant to their design responsibilities and communicate observed deviations, deficiencies, coordination concerns, or other material issues to the District in a timely manner.

Site observations shall be documented when required by the assignment.

f. **Design Issues, Errors, Omissions, and Coordination Conflicts**

Firms shall promptly investigate reported or observed design conflicts, discrepancies, errors, omissions, and unforeseen conditions affecting their professional services.

Firms shall provide timely recommendations and corrective design information necessary to support continued construction.

The District expects firms to actively participate in determining the cause and appropriate resolution of design-related issues rather than transferring responsibility for unresolved design conditions to the contractor or District.

g. **Change Management**

Firms shall review contractor requests for additional cost or time associated with design revisions, unforeseen conditions, substitutions, RFIs, product submittals, and other construction issues when requested by the District.

Reviews shall include an evaluation of technical necessity, scope, quantities, proposed solution, and consistency with the construction documents.

When a proposed change results from a design revision, coordination issue, error, omission, or clarification, the firm shall clearly communicate the circumstances and basis for the change to the District.

h. **Cost and Schedule Awareness**

Firms shall consider potential construction cost and schedule impacts when developing responses, supplemental design information, or corrective solutions during construction.

When multiple technically acceptable solutions are available, firms shall communicate material differences in cost, schedule, constructability, operational impact, and long-term performance when reasonably known.

i. **Consultant Management**

Prime consultants shall remain responsible for coordinating the construction administration activities of their subconsultants.

The District shall not be responsible for independently managing communication, responsiveness, or performance between the prime consultant and its design subconsultants.

j. **Testing, Inspections, Startup, and Commissioning**

Firms shall provide appropriate professional support for inspections, testing, startup, commissioning, system verification, and correction of identified deficiencies when applicable to their design responsibilities.

k. **Punchlist and Substantial Completion**

Firms shall participate in substantial completion inspections and develop or contribute to comprehensive punch lists appropriate to their respective disciplines.

Firms shall review completion of identified corrective work and support the District in determining whether construction conforms to the design requirements.

l. **Record Documents, Closeout, and Warranty**

Firms shall support project closeout, including review of record documentation, operation and maintenance information, warranties, testing documentation, commissioning information, and other required closeout materials applicable to their professional services.

Construction Administration services shall continue through completion of the firm's assigned responsibilities, including warranty, and shall not be considered complete solely upon issuance of the construction documents or substantial completion of construction.

8. Responsiveness During Construction

Firms shall demonstrate sufficient staffing and organizational capacity to provide timely Construction Administration throughout active construction.

Construction activities may occur during compressed summer schedules where delays of even several days can materially affect project completion and school operations. Firms shall recognize the time-sensitive nature of construction-phase decisions and appropriately prioritize RFIs, submittals, field conditions, and other matters affecting active work.

When field conditions require immediate professional input, firms shall demonstrate the ability to provide timely remote support and, when necessary, qualified personnel for on-site evaluation.

Firms shall promptly communicate circumstances that may prevent required response times or otherwise affect the construction schedule.

9. Professional Firm Capacity and Experience

Firms shall be prepared to demonstrate relevant experience with projects of varying

size, complexity, and duration and provide information regarding their organizational structure, key personnel, professional licensing, technical disciplines, subconsultants, quality-control procedures, existing-condition investigation practices, cost estimating capabilities, scheduling, Construction Administration capabilities, and overall capacity to support District needs.

Firms shall identify the individuals anticipated to provide services to the District and demonstrate the relevant experience and qualifications of those individuals.

The District is also interested in firms capable of providing responsive professional support for smaller Facilities needs while maintaining the technical resources and capacity necessary to successfully support larger capital projects.

Firms shall demonstrate a history of remaining actively engaged throughout construction, providing timely responses, coordinating across disciplines, identifying and resolving design-related issues, and supporting projects through final completion and closeout.

The District is particularly interested in firms capable of effectively designing and administering improvements within existing educational facilities where existing conditions, interdisciplinary coordination, budget limitations, occupied-building requirements, and compressed construction schedules require practical solutions, timely communication, and responsive professional decision-making.