

April 24, 2013

**RE: THE DENVER WALDORF SCHOOL
SCHEMATIC DESIGN ARCHITECTURAL SERVICES – REQUEST FOR PROPOSAL**

Dear Contact,

Beecher Development Services has been retained by The Denver Waldorf School to provide Owners Representation Services for the property at 940 Fillmore Street, Denver, CO 80206. Your firm is invited to submit a proposal for the Schematic Design Architectural Services associated with the design and construction of these projects.

It is the intent of BDS and The Denver Waldorf School to select an Architect on the basis of your response to the enclosed Request for Proposal, and in participation in a design charrette with the short listed firms. The charrette will allow your firm to present your team and credentials first hand to the selection committee.

Included in this Request for Proposal are the following documents:

- Exhibit A – General Project Information
- Exhibit B – Proposal Guidelines
- Exhibit C – Scope of Services
- Exhibit D – Bid Proposal Form
- Exhibit E – Preliminary Milestones Schedule
- Exhibit F – Hyperlinks to Resource Documents

Please review the enclosed information and forward one electronic copy, and four (4) hard copies of your proposal no later than **Friday, May 24th, 2013, 3:00pm**. We respectfully request your proposal follow the guidelines as outlined in the enclosed documents.

Hard copies should be sent to:

The Denver Waldorf School
Attn: Lori Pucelik
940 Fillmore St
Denver, CO 80206

Electronic Copies should be sent to:

Matthew Beecher: mbeecher@beecherdevelopment.com
Lori Pucelik: business@denverwaldorf.org

Proposals will be evaluated per the following criteria, in order of importance:

From Proposal to Short List

- Demonstrated ability to respond to The Denver Waldorf School's Mission, Vision and Values
- Experience of Staff Members dedicated to this Project and Approach to Working with DWS
- Fee for Services
- Ability to meet the Milestone Schedule

From Short List to Award

- Performance during the PreDesign Charrette

Questions during the Proposal Phase shall be submitted in writing to mbeecher@beecherdevelopment.com in the form of an RFI. RFI responses will be distributed to all proposing firms. The deadline for RFI's will be May. Should you have any questions regarding the Request for Proposal, please contact me at 303.552.6003.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Beecher', with a long horizontal stroke extending to the right.

Matthew Beecher
President
Beecher Development Services

Exhibit A – General Project Information

Architectural Services – Tenant Improvements
Request for Proposal

The Denver Waldorf School

Proposed Project Scope of Work:

The Denver Waldorf School's educational model is based on Rudolf Steiner's philosophy of developing the whole human being and is informed by [Anthroposophy \(a philosophy of human wisdom\)](#). It is important to us to preserve the innocence and wonder of childhood, to practice and encourage wholesome living, and to provide emotional and environmental safety. Creativity and artistic expression are essential in a child's healthy growth and development, and are fully integrated into the curriculum. We seek and embrace inclusivity in our community. We believe that the education of students, teachers and parents is a lifelong process. Our values fall into the spheres of Truth, Beauty and Goodness; Social Renewal; and Organizational Integrity. Our facilities should reflect the Waldorf philosophy and through the use of natural materials, outdoor learning spaces, environmental stewardship, and developing spaces that more than just house activities but participate in student development.

The Denver Waldorf School currently occupies a historic structure of approximately 39,450sf at 940 Fillmore St, Denver, CO 80206. They currently have a need to expand their facilities to meet their curriculum and programmatic requirements. They are also in the process of a capital campaign to raise funds in order to fund the required expansion. In 2007 a Campus Master Plan was completed, this plan identifies opportunities for the school to expand on their site to meet currently under serviced curriculum. Specifically the CMP identified growth opportunities for a Festival Hall/Gymnasium, a Practical/Performing Arts building, Outdoor Learning Environment/Playground and Structured Parking. In addition to expanding their campus, DWS is also in need of design services to better enhance certain aspects of their current facility while keeping in mind the best way to tie the existing facilities in with the future buildings.

The Denver Waldorf School is seeking the following services:

- **A planning and zoning code analysis of The Denver Waldorf School site.**
- **Review and analysis of the Campus Master Plan assessing it's proposed use of land and programmatic uses for the school's curriculum and future growth.**
- **Schematic Design for School expansion per the Campus Master Plan.**
- **Schematic Design should consider the following areas for the entire site:**
 - **ADA Accessibility**
 - **Optimization of Circulation, Ingress, Egress and Access Control**
 - **Playground and Outdoor Learning Use**

PreDesign Phase - Charrette - The 3 shortlisted firms will be asked to participate in a charrette with faculty and staff envisioning the hopes and dreams for the new spaces. The date of the charrette will be June 10, 2013 at The Denver Waldorf School. We are currently anticipating that the participating firms will be asked to attend the charrette for one hour and thirty minutes (1:30 hrs). If your firm would like reimbursement for that time, please indicate your fee to attend the charrette in Exhibit D - Bid Proposal Form below. Further details on the charrette process will be distributed to the short listed firms.

After the Pre-Design Phase, a firm will be selected to perform the following tasks:

Phase 1 - The first part of Phase 1 will be to perform a zoning code analysis for The Denver Waldorf School. The architect will be expected to provide options and scenarios for The Denver Waldorf School that could best make use of their existing space and plan for campus growth, taking into account the activities identified for

Exhibit A – General Project Information

Architectural Services – Tenant Improvements
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growth in the CMP and within the context of the existing site. During the second part of Phase 1 the architect will be expected to continue to develop the vision for the Festival Hall/Gymnasium, Practical/Performing Arts Center, Outdoor Learning Environment, Parking and other topics discussed during the charrette. The architect will also review the existing site conditions and how they perform in ADA accessibility as well as circulation, ingress, egress and access control. We want to know upfront if there are any restrictions, limitations, or circumstances that may prevent the intended build-out of the campus to occur. While the focus of the services requested in this RFP should be on new facilities for the activities identified in the CMP, a comprehensive look at the entire site is required to ensure proper integration between the existing and proposed.

Phase 2 – Based on the results of the first phase, the architect will be expected to provide schematic design solutions for proposed facilities on the campus as well as any proposed improvements to the existing building. Phasing opportunities for the construction of the proposed design should be investigated during the schematic phase. Neighborhood ordinances, its impact, and solutions should be considered. The architect will prepare documents for presentation to DWS for different options and work with The Denver Waldorf School and BDS to properly plan for implementing the new program and expansion. The final option presented must be fully executable without major changes or impedance from any rules, regulations, easements, ROW, etc.

Working with Sub Consultants: It is anticipated that during this schematic design phase that at a minimum a Landscape Architect will likely be engaged to be a part of the Design Team. In order for the project to develop into Construction Documents a civil, mechanical, electrical, plumbing and structural engineer will also be fundamental partners in the Design Team. Other consultants may include energy management, sustainability, security, fire alarm and others. This RFP for the scope described herein is specifically asking the proposing architect to not propose any sub consultants in their proposal. It is the desire of DWS to suggest particular firms to provide these services and to work with the architect in selecting the complete Design Team. As part of your Proposal indicate your willingness to work with new consultants and list the consultants you have worked with before on projects of this type.

Should DWS plan to implement any of the proposed solutions from this Schematic Design Architectural Services contract, DWS will enter into negotiations with the architect in a new service contract to prepare plans to execute said solutions.

Exhibit B – Proposal Guidelines

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The Architect represents that, prior to submitting a response to this Request for Proposal; they have carefully reviewed the enclosed documents and inspected the site of the proposed work. In addition, they are fully informed of the conditions under which the project is to be designed and work performed. The Architect further represents that they have satisfied themselves to the actual conditions of the premises, existing construction, actual elevations, site logistics, local code restrictions, and any other conditions affecting the design and completion of the intended work. It being hereby understood, and agreed, that no other considerations will be allowed subsequent to the Architect's response to this Request for Proposal by reason of error, or oversight, on the part of the Architect.

Architect's Proposal shall, at a minimum, comment and address the following issues:

1. Brief overview of your firm's history, from the firm's inception through its current operations. Comment on key officers of the company including backgrounds and responsibilities, locations of other offices and the number of professionals employed, etc.
2. Identify similar project experiences your firm has completed in the last six (6) years, including the names of the firm's current staff actively involved in those projects. Provide general specifics of the project such as location, square footage, scope of work, services rendered, cost and references for the project Client, Owner's Representative and Landlord. Include name, address and telephone number for all references.
3. Provide detailed resumes of the proposed individuals who will be permanently or partially assigned to the proposed project. Discuss percentage of time each individual will be assigned to the project.
4. Provide an organizational chart of the project team and personnel proposed for this project. Indicate the internal hierarchy based on authority and position.
5. Explain how your design process and professionals are better suited than other architects to work with The Denver Waldorf School by demonstrating your understanding of the Waldorf philosophy and how you will incorporate the Denver Waldorf School's Mission, Vision and Values into your design process.
6. Provide a detailed design schedule for the project based upon the Milestones Dates noted in Exhibit E – Preliminary Milestones Schedule, demonstrating how you will achieve those design milestone dates. Also, provide comments on the schedule enclosed and advise if your firm concurs with the proposed dates.
7. Describe your firm's interpretation of BDS's role on the project.
8. Acknowledge the acceptance of Exhibit C - Scope of Services enclosed in this Request for Proposal. If Architect takes exception to any of the services that are requested, identify exceptions and provide a detailed explanation.
9. Complete in full the enclosed Exhibit D - Bid Proposal Form.

Exhibit B – Proposal Guidelines

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10. Discuss any special services your firm can provide the Client on this project.
11. Indicate your willingness and past experience working with design consultants that you had not worked with before. List the Civil, Landscape, Structural, Mechanical, Plumbing, Electrical, and Sustainability consultants you have successfully worked with before on projects of this type and size. List the firm name and contact information, the name of the project(s) and the date(s) they were completed.
12. Describe, and provide applicable pricing, for services that may be required under this contract as additional services but not requested under this RFP. **In addition, discuss the method that your firm proposes for pricing and proceeding with additional services.**

Exhibit C – Scope of Services

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The Denver Waldorf School

The Architect's Proposal shall include, as a minimum, the following Scope of Services. The following scope items are intended to clarify, but not limit, the services proposed in response to this Request for Proposal:

Space Utilization and Zoning Review (PHASE 1)

Following up on the results of the PreDesign Charrette and with information from the 2007 Campus Master Plan, the architect shall complete the following:

1. Review the current City of Denver Planning and Zoning Code, then develop a report with an analysis of the following:
 - a. Can the 2007 Campus Master Plan be implemented as originally intended?
 - b. What is the maximum amount of curriculum supporting space that can be built on the site?
 - c. Provide options and scenarios for The Denver Waldorf School that could best make use of their existing space and plan for campus growth within the context of the existing site.
2. Continue to develop the strategies from the charrette and deliver for DWS review:
 - a. Work and Learning process and traffic flows for faculty, staff and students.
 - b. Storage, parking and special area requirements.
 - c. Organizational bubble diagrams, or block diagrams, establishing adjacency and curriculum process requirements.
 - d. Design standards (lighting, acoustics, security, materials, etc.)
 - e. Architectural content, massing/shape, and area studies of the CMP identified activities.
3. Review the current DWS facility and grounds for compliance with the Americans with Disabilities Act; Optimization of Circulation, Ingress, Egress and Access Control; and Playground and Outdoor Learning Use. Then develop a report with the following:
 - a. Denote any deficiencies in the building that result in violation of ADA?
 - b. Identify opportunities to improve circulation, ingress, egress and access control.
 - c. Identify how current and future outdoor learning environments should be incorporated with the future expansion.

Exhibit C – Scope of Services

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Schematic Design (PHASE 2)

1. Development, documentation and presentation of a design concept to client's satisfaction based upon clients' desired image, budget, and schedule and consistent with the results developed during the charrette and the first phase.
2. Develop a proposed phasing plan for the Schematic Design.
3. Necessary follow-up as required to complete schematic design phase.

Deliverables:

Adjacency and Use Diagram Plans
For Future Expansion

Floor Plans
For Future Expansion
For Existing Facility Upgrades

Landscape/Site Plan - Future Expansion

Elevations - Future Expansion

Four (4) 3D Renderings for marketing purposes

Scope Narrative
For Future Expansion
For Existing Facility Upgrades

Exhibit D – Bid Proposal Form

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The Denver Waldorf School

The undersigned, as bidder, declares that they have carefully reviewed and examined the information contained in this Request For Proposal and hereby proposes to complete the services requested including labor, material, equipment, supervision, insurance, freight, taxes, overhead and profit for the above mentioned project.

A. Proposal Information

Bidder Name: _____

Signed By: _____ **Dated:** _____

B. Proposal Breakdown

1. BASE PROPOSAL DETAIL

Design Phase	Proposal Amount Lump Sum	Proposed Hours
PreDesign Charrette	\$	
Zoning Analysis	\$	
ADA, Access Control Study	\$	
Schematic Design	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Base Proposal	\$	

Exhibit D – Bid Proposal Form

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2. ESTIMATED COST OF REIMBURSABLES

Reimbursable Expenses (List and estimate typical expense items included)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Reimbursable Expense Estimate	\$

3. ADDITIONAL SERVICES DETAIL

Additional Services (List any additional services, if any, that your firm would propose)	Proposed Amount	Remarks
Additional Services Proposed		

Exhibit D – Bid Proposal Form

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4. MARKUP ON FOR ENGAGING OTHER CONSULTANTS

(Express as a percentage of the Consultant's Contract Value)

- Based on the Architect contracting directly with the Outside Engineer or Consultant _____ %
- Based on the Owner contracting directly with the Outside Engineer or Consultant and the Architect coordinating the consultant's work _____ %

C. Proposal Clarifications

Bidder shall include any clarifications or assumptions qualifying their proposal.

D. Signature of Bidder

Company Name: _____

Signed By: _____

Title: _____

Dated: _____

Business Address: _____

Telephone: _____

Exhibit E – Preliminary Milestones Schedule

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April 30, 2013: Send RFP to Architecture Firms

May 3, 2013: Architects Declare Intent to Propose

May 10, 2013: Questions Due to BDS

May 15, 2013: Question Answers Distributed to Proposing Architects

May 24, 2013: PROPOSALS DUE

May 28-30, 2013: Short Listed Candidates are Contacted

June 10, 2013: PreDesign Charrette

June 11, 2013: Award Announced

August 19, 2013: Schematic Design Presented to DWS Board

Anticipated Design and Construction Schedule

Q3 2013: Schematic Design Presentation Materials Complete

Q4 2013: Capital Fundraising Campaign

Q1 2014: Complete Fundraising Campaign and Begin Design Development

Q2 2014: Complete Design Construction Documents

Summer 2014: Break Ground on New Buildings

Fall 2015: Open New Buildings for Start of School Year

Exhibit F – Hyperlinks

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The Denver Waldorf School

Campus Master Plan: <http://www.denverwaldorf.org/dws-campus-master-plan/>

Historic Structure Assessment: <http://www.denverwaldorf.org/images/cmp-docs/dws-final-hsa.pdf>

Foundation Document: <http://www.denverwaldorf.org/images/CMP-Foundation-Document-1.pdf>