



FACILITIES SERVICES  
1631 LAFRANCE STREET  
ATLANTA, GEORGIA 30307

**JERE J. SMITH III, AIA**  
DIRECTOR OF CAPITAL IMPROVEMENTS  
(404) 802-3736  
FAX (404) 802-3897  
[iersmith@atlanta.k12.ga.us](mailto:iersmith@atlanta.k12.ga.us)

March 12, 2019

Approved APS Architects

**Re: Request for Design Proposals for  
Renovations and Modifications  
West Manor Elementary School**

Ladies and Gentlemen,

The Atlanta Public Schools, Facilities Services Department, Construction Management Team invites you to submit a Design Proposal for the **Renovations and Modifications to West Manor Elementary School** project.

The intent of this effort is to identify and make the assignment of one of the current Board approved Architectural firms best suited to work with APS on this project based upon an overview of the firm, approach and solution, past experience with APS and other similar like experience and the acceptance of the APS standard form of Architectural contract.

Architects are asked to respond to the requirements described in this document and to develop a conceptual design solution based on the following information on the project.

- a. A project Summary Description
- b. Facility Inventory Drawings
- c. A past Site Survey

The APS Design Guidelines, the APS Standard Specifications, the APS Bulletins to Design and Construction Professionals and the standard APS Architectural Services Agreement are located on the APS Web Site and can be accessed at this address: <http://www.atlantapublicschools.us/site/Default.aspx?PageID=21562>. You may obtain copies of these documents at your discretion and expense.

You should familiarize yourself with the project conditions and requirements, the project background information, the APS Design Guidelines, the APS Standard Specifications (dated December 1, 2010), the APS Bulletins to Design and Construction Professionals and the described project scope before making your design proposal.

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Since this effort is only a vehicle to establish a project assignment the selected design team will still need to undertake and complete the standard APS design process. The selected team will be expected to execute the APS Standard form of Architectural Contract as written. The fee will be based on the standard APS fee schedule.

Your proposal for this project should be based on the background project information, your experience as an Architect, your knowledge of APS construction projects, the APS Design Guidelines, the APS Standard Specifications and your prior commitment to the Atlanta Public Schools as an approved Architect.

Your Design Proposal response should be submitted in the following sections.

- 1) Firm Overview
- 2) Experience with APS and similar projects up to and including new schools
- 3) Design Approach and Solution
- 4) Acceptance of APS Standard Form of Contract for Architectural Services

**1) Firm Overview**

- a) Confirm name, address of firm headquarters and branch office handling this project as well as related telephone / fax numbers and e-mail addresses.
- b) Confirm how many years in business under the name identified above. Confirm ownership, structure and history. Include type of legal entity (e.g., corporation, limited liability company, etc.), state or commonwealth of formation (i.e., where incorporated) and year of formation of organization. In the case of a joint venture or partnership provide the same information for each partner.
- c) Provide an organizational chart of the proposed project team (employees and consultants) and resumes of each member. For each employee or consultant you intend to assign to this project, include a paragraph that describes their role and responsibility, past relevant Georgia K-12 experience with similar high school projects and their availability and time commitment to this project. Include the names of the principal and project architect to serve as the direct point of contact for the design team.

**2) Experience**

- a. Provide a project listing of your K-12 educational projects (renovation, addition and new construction) on-going and completed over the past five years by your firm in Georgia with a minimum stated cost of limitation of \$5 million. Include in the listing, for each project, the following information.

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- Project Name and Address
  - Project Type
  - Design Contract Award Amount and Final Cost
  - Construction Delivery Method
  - Construction Planned and Final Duration
  - Role and Responsibility (Scope) Your Firm had on each Project
  - Owner's Name, Owner's Project Representative and Telephone Number
  - General Contractor's Name and Telephone Number
  - Principals and Project Architect(s) for each project
- b. Identify in the listing above, projects which were completed with unusual schedule or budget constraints, with a brief explanation of the constraints.
- c. Describe any claims, mediation, litigation, arbitration or other form of dispute resolution filed by or against your company (and, in the case of a joint venture, by or against any partner in the joint venture) in the past five (5) years, including case name, number, location of court or arbitration, and, if an arbitration, the name and telephone number of at least one arbiter. This list shall also disclose any failure or failures to complete a contract, or contracts, and any instances of having defaulted or having been declared to be in default, on any contract or contracts, and any penalties imposed by reason of any contract undertaken and determined to be in noncompliance with pertinent statutes within the past five (5) years, and all such items shall be explained in detail, including without limitation, identification of the project by name and the name, address and telephone number of the owner of each such project.
- d. Include a statement as to whether or not your A/E firm (and in the case of a joint venture, each of the partners in the joint venture) or any of its officers have ever been convicted or entered a guilty plea (or plea of nolo contendere) in any court for a violation of any State or Federal statute concerning competitive bidding or competitive proposals or the restraint of trade.
- e. Identify and briefly discuss any claims made against your E&O Insurance in the past five (5) years, for joint ventures, include individual entity policies and any policies for the responding joint venture.
- f. Identify and briefly discuss any instances in the past five (5) years where:
- i. A third party had to cut joint checks on any project. Provide owner name, project name and owner's project representative name and phone number.
  - ii. Your contract was terminated, with or without cause. Provide owner name, project name and owner's project representative name and phone number.
  - iii. For joint ventures responding to this RFP, provide the information as it pertains, to the joint venture and for each partner or entity creating the joint venture.

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**3) Design Approach and Solution**

- a) Describe your firm's understanding and approach based on the APS standard design process to involve the community, stakeholders and school representatives throughout the design process.
- b) Describe your firm's design approach specifically for this project and how you propose to expedite and or phase the design process if necessary.
- c) Describe your firm's approach to working with a Construction Manager at Risk and with phased construction in an occupied building.
- d) Submit in graphic and narrative form your firm's proposed design schedule based on the process outlined in the APS standard form of Agreement in order to complete construction documents by December 1, 2019.
- e) Submit in graphic and narrative form one (1) or more of your proposed design solutions. Include the following graphics.
  - i. A color rendered site plan
  - ii. One (1) or more color rendered interior or exterior elevations
  - iii. One (1) or more color rendered interior or exterior perspectives

**4) Acceptance of APS Standard Form of Contract for Architectural Services**

- a. Provide a statement indicating your willingness to execute the APS Standard Form of Contract for Architectural Services as written without any additions, amendments or changes. Failure to provide such a statement may be grounds for rejection of a proposal. Indicate "yes" or "no".

A review and evaluation of your proposal will only be for the purpose of determining qualifications for assignment to the project. The Atlanta Public Schools reserves the right to reject any and all proposals, waive minor irregularities in the responses and to not move forward with the project. The successful firm will be expected to perform all pricing, value engineering, design participation and document preparation and reviews at various intervals and consistent with the Atlanta Public Schools Construction Management Team standard policies, procedures and standard contract form in order to maintain APS cost, quality and schedule standards and goals.

Your Design Proposal will be reviewed and evaluated based on the following criteria.

- 1) quality of your Firm Overview
- 2) quality of your Experience
- 3) quality of your Approach and Solution (most weight)
- 4) willingness to execute the APS standard contract (yes or no)

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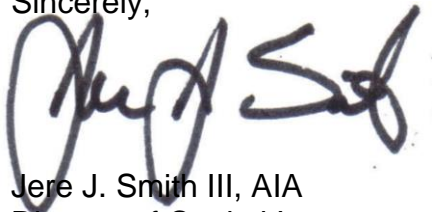
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A pre-proposal briefing will be at the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, at 10:00 am, Tuesday, March 19, 2019.

Three (3) paper copies and one (1) electronic PDF file of your design proposal should be submitted to the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, by 2:00 pm, Tuesday, April 9, 2019.

The APS Project Manager is Cherrie Wutke (404 802-3801). If you have any additional questions please contact me at 404 802-3736. Thank you for your commitment and participation in the APS Capital Improvement Program.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jere J. Smith III". The signature is stylized with large, flowing loops and is positioned above the printed name.

Jere J. Smith III, AIA  
Director of Capital Improvements

xc: Cherrie Wutke, Alvah Hardy

# Atlanta Public Schools

Facilities Services Department

March 12, 2019

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## ***Construction Management Team***

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### **West Manor Elementary School – Renovations and Modifications**

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The successful architect will be expected to provide all services included in the standard APS Contract for Architectural Service for modifications and associated improvements at the following school.

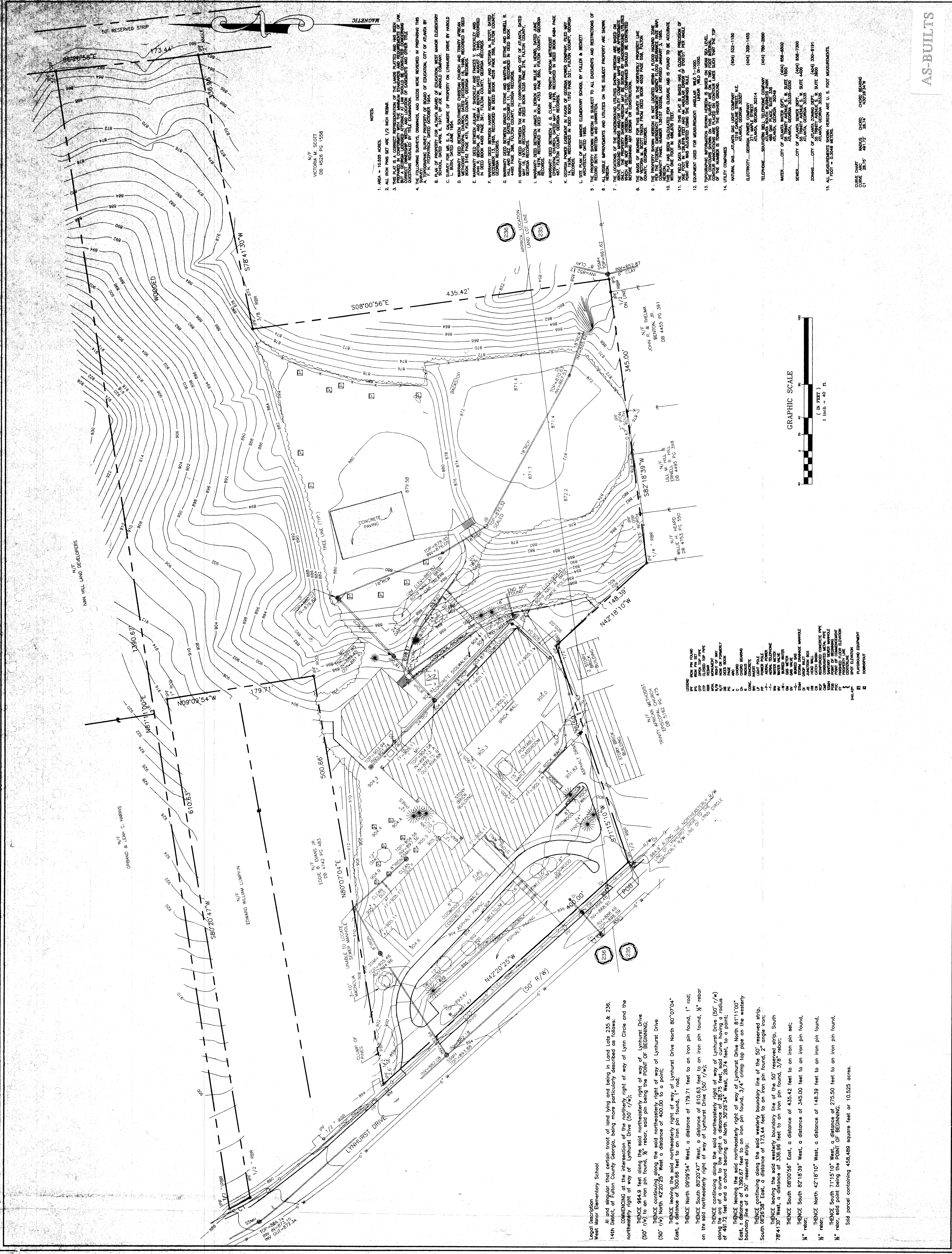
1. West Manor Elementary School  
570 Lynhurst Drive, S.W.  
Atlanta, Georgia 30311

The Atlanta Public Schools seeks to improve the function and appearance of the West Manor Elementary School facility. The basic program for the project to be responded to may include but may not be limited to the items listed below. Some changes to the classroom layout, function or relationship to other spaces or changes to the building infrastructure or major systems may be added as the planning process moves forward.

- ❑ Gymnasium / Classroom expansion
- ❑ HVAC System upgrades
- ❑ Roof and envelope upgrades
- ❑ Door, window and hardware upgrades
- ❑ Electrical, HVAC and plumbing upgrades
- ❑ Exterior and interior finish upgrades
- ❑ Data, voice, video upgrades
- ❑ Life Safety systems upgrades
- ❑ Interior and exterior signage upgrades
- ❑ CCTV, security and access control upgrades
- ❑ Furniture and casework upgrades
- ❑ Site upgrades
- ❑ Landscaping improvements
- ❑ Construction Budget \$8,500,000
- ❑ See the most recent Needs Assessment Report at the link noted below.

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/4657/West%20Manor%20Elementary%20School.pdf>









ATLANTA  
PUBLIC  
SCHOOLS

Making A Difference

Atlanta Public Schools  
Facilities  
Service Center  
1631 La France Street, N.E.  
Atlanta, Georgia 30307

Facility:

WEST MANOR  
ELEMENTARY  
SCHOOL

570 Lynhurst Dr., S.W.  
Atlanta, Georgia 30311

Georgia DOE Facility Number:

2569

IUs: 20

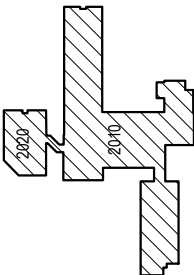
FTE: 325

Site Area: 10.8 Acres

Total Building Area: 37,150 s.f.

DOE Building Number:	Date Occupied
2010	1956
2020	1993

Key Plan:



Date: 2014 Property Inventory

Revision:

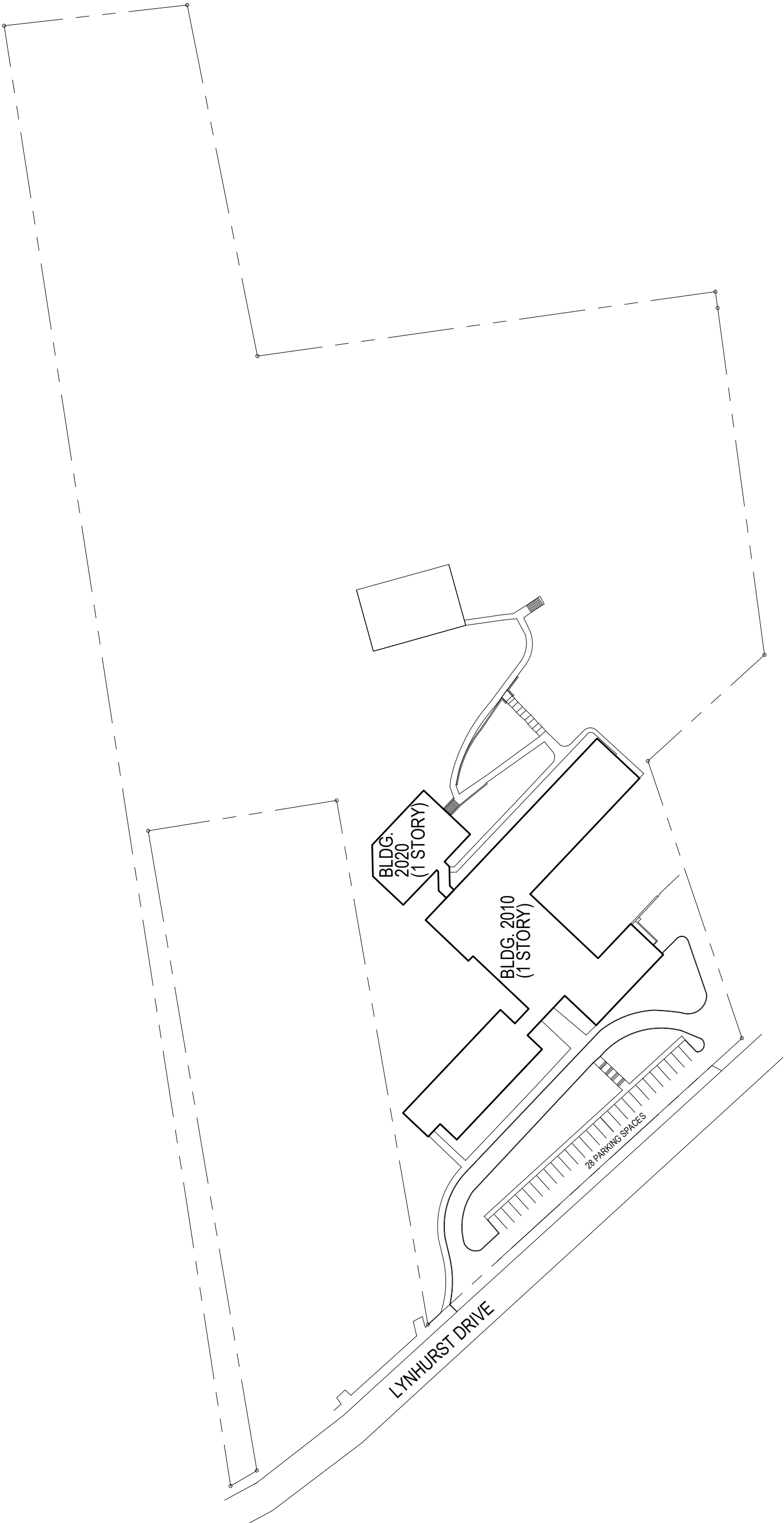
Sheet Title:

SITE PLAN

Sheet Number:

C1

GADOE SQUARE FOOTAGE
EXTERIOR: 37,150 SF
INTERIOR: 37,150 SF

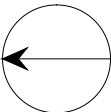


## SITE PLAN



SCALE: 1"=100'

NORTH







Atlanta Public Schools  
Facilities  
Service Center  
1631 La France Street, N.E.  
Atlanta, Georgia 30307

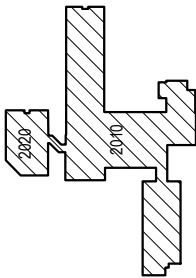
Facility:  
**WEST MANOR  
ELEMENTARY  
SCHOOL**  
570 Lynhurst Dr., S.W.  
Atlanta, Georgia 30311

Georgia DOE Facility Number:

2569

[illegible]

**Key Plan:**



Date: 2014 Property Inventory

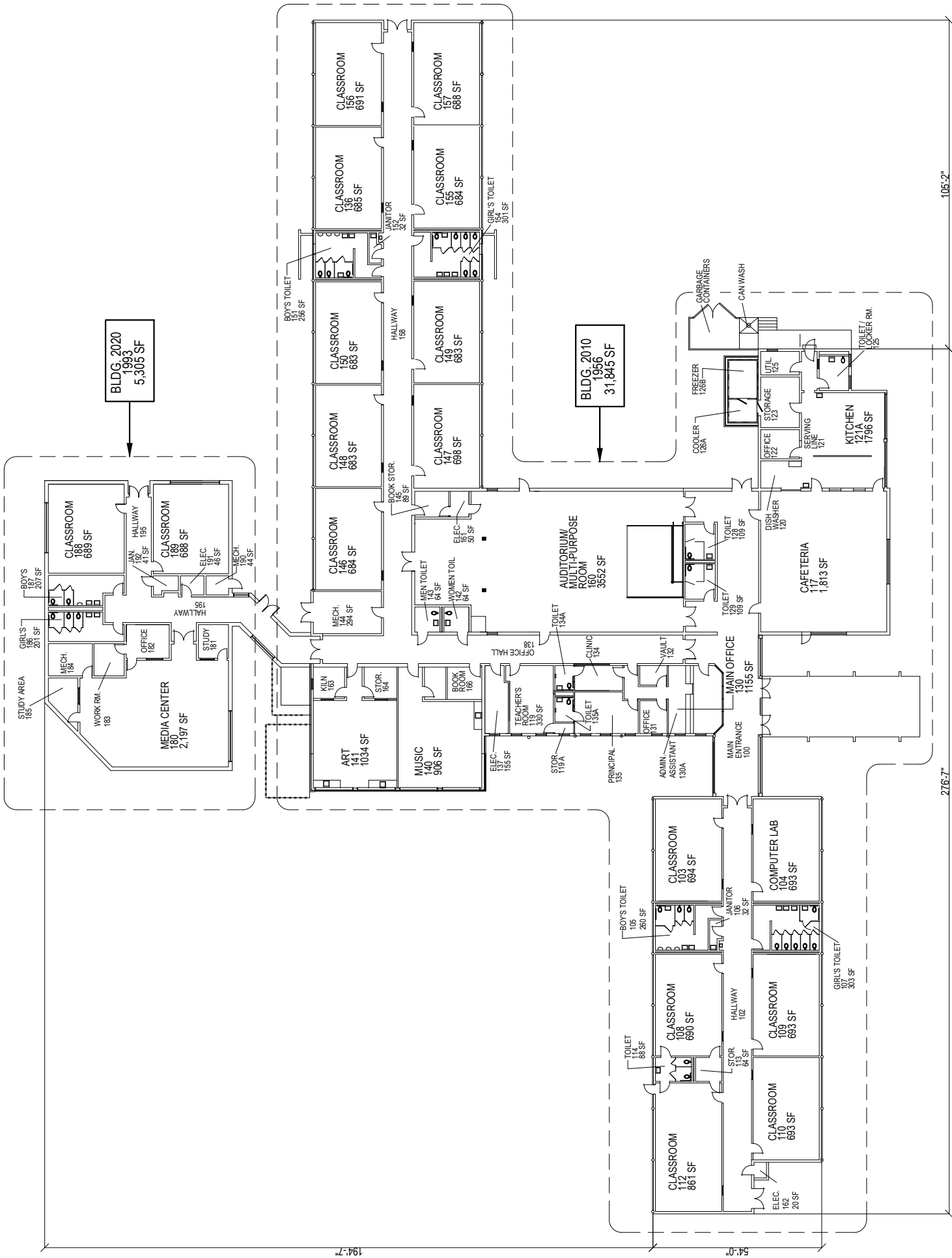
Revision:

Sheet Title:

FIRST FLOOR

Sheet Number:

A1



# FIRST FLOOR PLAN

