REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MATERIALS TESTING
AND
SPECIAL INSPECTIONS SERVICES
FOR
GUILFORD COUNTY SCHOOLS
2008 BOND REFERENDUM PROJECTS

Guilford County Schools ("GCS") is seeking proposals from qualified construction materials testing and special inspection firms to provide construction materials testing and special inspection services for its 2008 Bond Referendum Projects. It is the desire of GCS to select a construction materials testing and special inspection firm that can provide high quality comprehensive construction materials testing and special inspections services.

One (1) original and ten (10) copies (for a total of 11) of the proposal submission should be delivered to the address shown below no later than **2:00 pm EST on Wednesday, April 15, 2009**. Submission of one (1) electronic copy in Adobe PDF format of the proposal either on a CD or a flash drive is also strongly encouraged, but does not substitute for the required written copies. Proposers are requested to clearly mark the "Original" set of the Proposal.

Proposal submissions may not be submitted via facsimile machine or electronic mail. Respondents should allow sufficient mail delivery time to ensure timely receipt. Failure to provide all requested information or otherwise comply with these provisions may disqualify a response. Firms should submit their response to: Mr. John Mann, CLGPO, Guilford County Schools, Purchasing Officer, 501 West Washington Street, Greensboro, NC 27401, Phone: (336)-370-3238, Fax: (336)-271-3345

GCS will retain, and is under no obligation to return, all materials submitted in response to this RFQ. Please make specific reference in the response and in any accompanying cover letter or document to any legitimately and appropriately confidential or proprietary materials contained in the response and mark the material accordingly. All questions or requests for information regarding this RFQ should be submitted in writing by email to Mr. John Mann at **mannj@gcsnc.com.** No questions will be responded to after **5:00 pm EST on Wednesday, April 8, 2009.** Interested parties may request further information regarding this RFQ by contacting GCS Purchasing Department at 336-370-3242.

The Guilford County Board of Education is committed to providing equal opportunities for participation in all aspects of Guilford County Schools contracting. The Board of Education actively seeks to identify qualified minority, handicapped, and women-owned business enterprises and has adopted a verifiable goal of **12.46** % percent for participation by minority and women-owned business enterprises, and such business enterprises are encouraged to submit their qualifications.

John Mann, CLGPO
Purchasing Officer

Statement of Qualifications

Submittal Format

Firms submitting their qualifications for GCS projects must follow the format below. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled “Letter of Interest”, the second tab “Firm Information”, etc. Double-sided printing is encouraged. **Provide one (1) original and ten (10) copies (for a total of 11).** Submittals shall include the following information; sections should be placed in order and identified as detailed below:

I. Letter of Interest
Submit a letter of interest, including a brief description of the firm’s overall qualifications to perform the work successfully. This letter should introduce the firm (team) or individual and must be signed by a representative of the firm with authorization to sign contracts.

a. If submitting as a team, note which team member (company) is the prime consultant or lead joint venture partner, or if it will be a prime-sub consultant(s) contractual relationship.
b. Identify primary contact person for your firm (team).

II. Firm Information
This section must include name of firm, address, telephone number, fax number, email address, home page URL, type of firm (i.e., corporation), and North Carolina business license number. Provide a brief history of the firm including the year the firm was established as presently organized. Include total number of staff by job category, and registration. Include a company profile that list the primary services (disciplines) offered. Identify location of the office that will be responsible for the implementation of services provided to GCS.

III. Sub-Consultants
Provide organizational chart showing the relationship between team members. Describe firm information for each sub-consultant including a company profile, contact information, years in business, number of employees, and location of the sub-consultant office that will be responsible for the implementation of services provided to GCS.

IV. Resumes
Identify the key personnel you anticipate working on projects; provide resumes outlining area(s) of expertise, role on projects, number of years employed by firm along with total years of direct experience, and professional licensing information. Experience while employed at another firm must be clearly identified. Resumes should represent projects conducted during the last 5 years.

V. Project Experience
Provide a comprehensive list of school projects your firm has worked on in the past five years, indicating services provided. To be used as references, list at least five school projects including:

a. Project name
b. Owner name and address
c. Contact person, phone number, and e-mail address
d. Services provided
e. Project cost
f. Completion Date
g. Brief description of the project, and unique attributes
h. Minority/Woman owned Business Enterprise Participation

Project examples should be recently completed projects, related to the district's project list, and represent the type of approach and quality of work you anticipate completing for GCS.

VI. Cost Control
Describe your procedures related to project cost containment as part of your construction material and special inspection testing and reporting services.

VII. Project Plan and Methodology
Outline specific procedures used to coordinate testing with the architect, engineer, authorities having jurisdiction, contractor, and GCS, as well as reporting procedures used to communicate construction material test and special inspection results.

VIII. Diversity
If firm is designated as a Minority/Woman owned Business Enterprise, include appropriate certification documentation. Describe methods firm utilizes to ensure participation of Minority/Women owned businesses.

IX. Financial/Legal
Provide financial statements for the last two years. Include a statement of the firm's insurance coverage, including general liability, professional liability errors and omissions, automobile, and workers' compensation carried by the firm. Describe any legal action brought against the firm in the past five years and the resolution of the action if a final determination has been made.

X. Declaration
Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to the RFQ and that all information provided is true, correct and complete. Declaration should be prepared on letterhead of submitting firm.

Selection and Award Process

Statements of qualification will be evaluated by a selection committee. The committee may include administrators, school staff, Board of Education, and community members. A short list of firms deemed to be the most highly qualified for the proposed project(s) will be identified by the selection committee. Shortlisted firms may be invited to participate in an oral presentation and interview to determine which team is the best qualified to work with the district and community in completing the project(s). The district may request additional information from firms on the short list prior to interviews. If deemed beneficial some members of the selection committee may visit completed projects prior to the final selection recommendation and approval.
The recommendation of the selection committee will be subject to a successful contract negotiation. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms.

Selection Criteria

Finalists for contract consideration by the district will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the qualifications submittal. Evaluation of qualifications may include, but not limited to the following:

1. The Proposer's understanding of the educational environment related to the project and qualifications to complete the services required.

2. The Proposer's previous experience, qualifications and competence on educational facility projects of similar size and scope.

3. Past performance on similar projects, and as indicated from reference contracts.

4. Experience and qualifications of personnel assigned to the project.

5. Methodology used to achieve technical, management and project control.

6. Ability to communicate with the selection committee both in written format and verbally.

7. Knowledge of state and local requirements.