REQUEST FOR QUALIFICATIONS

RFQ#0811

BY
THE GUILFORD COUNTY BOARD OF EDUCATION

FOR

PROGRAM/PROJECT MANAGEMENT SUPPORT SERVICES

INVOLVING

NEW CONSTRUCTION/ ADDITIONS/ REMODELING/ RENOVATIONS/ REPAIRS AND/OR OTHER FACILITIES CAPITAL RELATED WORK

ADVERTISEMENT FOR QUALIFICATIONS

GUILFORD COUNTY SCHOOLS
PROGRAM/PROJECT MANAGEMENT SUPPORT SERVICES

The Guilford County Schools, ("GCS") is seeking proposals from pre-qualified firms for Program/Project Management Support Services in connection with new construction, additions, remodeling, renovations, repairs and/or other facilities capital related work. Most recently voters in Guilford County approved the 2008 Bond, a $457 million school bond package containing 27 projects, including five new schools, renovations, additions and other improvements to schools throughout the District.

SCOPE OF SERVICES

Proposals are being solicited for Program/Project Management Support Services (PM). GCS is interested in entering into one or more contracts with qualified firm(s) to perform STAFF AUGMENTATION AND PROFESSIONAL MANAGEMENT & SUPPORT SERVICES. The PM's scope of work may include, but is not limited to, providing procurement and management services such as needs assessment planning, planning, public engagement, project definition, schedule control, cost control, value engineering, coordination, administration and management of design, construction, closeout, warranty and related services. The successful PM(s) will be required to enter into a master contract(s) with the district for this scope of work. The district may than issue purchase orders for specific projects and/or scopes of work. **GCS does not guarantee any minimum number of projects nor any specific project value.**

One (1) original and eight (8) copies of the RFQ submission should be delivered to the address shown below no later than **4:30 P.M. EST, Thursday, July 17, 2008**. The Board may determine in its sole and absolute discretion whether to accept any responses that are not received by the date and time set forth in this paragraph. RFQ 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 W. Washington Street, Greensboro, NC 27401
Phone: (336)-370-3238

In addition to the submission of hard copies, respondents should also submit an electronic copy of their response in Adobe PDF format. 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.** The Request for Qualifications along with any addendums will be posted on the Facilities Department homepage http://www.gcsnc.com/construction/index.htm. No questions will be responded to after **4:30 P.M. EST, Thursday, July 10, 2008.**

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.

After review of the submitted qualifications, selected firms may be requested to make a formal proposal and presentation.

Background

GCS is the third largest school district in North Carolina serving more than 71,000 students. The second largest employer in a 12-county area, GCS' more than 10,000 full- and part-time employees enthusiastically share the district's mission, which is: *GCS will graduate responsible citizens prepared to succeed in higher education or the career of their choice.*

Of the district's 122 schools located in both urban and rural areas, 68 are elementary, serving grades K through 5, and in some instances, Pre-K through 5. The district also boasts 21 middle schools, 25 high schools, two special education schools (Gateway and McIver special education centers), two SCALE sites, which provide an alternative to long-term suspensions and Saturn Academy, which offers high school students a flexible schedule to complete graduation requirements. In addition, the district now has the High School Ahead Academy and the GCS Newcomers School.

Historically, GCS has added between 1,200 and 1,500 students on average each year – the equivalent of a high school every year. More than 600 mobile classrooms are currently utilized as educational spaces. GCS expects approximately 72,470 students in 2008-09. By the 2017-18 school year, GCS must add approximately 6,800 elementary seats, 2,200 middle school seats and 4,800 high school seats to accommodate growth and eliminate mobile classrooms.

Description of Services

Services to be provided may include, but is not limited to the following:

General

- Review GCS needs and requirements in order to refine the definition of the Program.
- Assist GCS in identifying the Program management team, lines of communication, and areas of responsibility.
- Assist GCS in selecting, retaining and coordinating professional services of construction managers at risk, designers, surveyors, consultants and testing agencies.
- Review the safety programs for each project.

- Identify important issues needing resolution and develop solutions.
- Prepare and present reports to Guilford County Schools and other governmental entities as required through conclusion of the Program.
- Record the progress of the project and submit written progress reports.

Schedule and Budget

- Provide ongoing evaluation of GCS Program schedule and budget.
- Provide administrative management and related services to assist in the coordination of schedule activities and responsibilities.
- Create a master Program schedule and schedule program activities for each project in the Program. The schedule will be updated as needed.
- Participate in the preparation of proposed project duration on a project by project basis.
- Assist architect in identifying important milestones and coordination of phases of construction.
- Review and advise GCS concerning the project construction schedule; review updated and reissued project construction schedules; recommend corrective action or methods for shortening durations and avoiding delay.
- Monitor scheduling and coordination of the sequence of construction.
- Provide budgeting services for the Program and the individual projects identified.
- Develop cash flow reports and forecasts and advise GCS and the architect as to variances.
- During design and construction, identify projects that are at risk for exceeding the established budget and provide value engineering to assist in bringing projects back within budget.
- Update cost estimates and construction durations on an as-required basis.
- Monitor the approved estimate of construction cost, review actual cost for activities and progress and estimates for uncompleted tasks.
- Review applications for payment. Determine in general that the work for each contractor is being performed in accordance with the contract requirements; recommend rejection of work which does not conform and recommend withholding payment to contractors.

Planning

- Survey existing and proposed site conditions for feasibility on a project by project basis.
- Review and propose as appropriate alternative construction methods which may provide cost savings or shorten project duration.

Design

- Establish and monitor a schedule for the delivery of design services on a project by project basis.
- Participate in project analysis during pre-design and design process.
- Evaluate design for conformance to budget and identify potential cost savings.
- Provide constructability review of design during design process.

Bidding and Procurement

- Prepare construction market information on contractor availability and alternate construction systems.
- Advise GCS and architect on the packaging of work in various bid packages to expedite completion.
- Develop bidder interest in each project and establish bidding schedules.
- Assist GCS in minority business and equal employment opportunity programs.
- Review list of prospective bidders and consult with GCS concerning pre-qualification procedures.
- Receive and review certificates of insurance and forward to GCS.
- Arrange for the delivery, storage, protection and security of GCS purchased materials.

Construction

- Provide administration of the contracts with the contractors and the architect including on-site representation as necessary.
- Endeavor to obtain satisfactory performance from the designer and each of the contractors, including owner provided work, and recommend courses of action when requirements are not being fulfilled.
- Participate in project meetings and review minutes for accuracy.
- Assist GCS, the architect and contractor in obtaining building permits and other applicable governmental approvals.
- Monitor construction progress and identify potential causes for delay and cost overruns, change orders, changes in scope and provide recommendations to GCS in connection therewith to minimize impact.
- Review request for changes and assist in negotiations; submit recommendations and assist architect in preparing change orders.
- Assist GCS and the architect in the avoidance of and the review, evaluation, documentation and resolution of claims.

Close Out

- Observe the contractors' final testing and start up.
- Participation in the preparation of a list of incomplete or unsatisfactory items and schedule for expeditiously completing such items; assist the architect in conducting inspections and determine whether complete.
- Coordinate the correction and completion of the work and punch-list warranty items.
- Assist the architect in obtaining from contractors warranties and project close out documentation.
- Verify that all as-built plans have been received and are suitable for use in future maintenance and/or additional construction.

- Provide at the conclusion of all projects a summary of all architectural and construction costs and a final as-built cost report.

Form of Proposals

Instructions:

THE FOLLOWING IS DESIGNED TO ASSIST PROPOSERS IN RESPONDING TO THIS RFQ. NOTHING IN THIS FORM SHALL BE CONSTRUED TO PREVENT THE PROPOSER FROM ATTACHING ADDITIONAL INFORMATION NOT REQUESTED HERE BUT WHICH THE PROPOSER BELIEVES RESPONSIVE TO THE RFQ. CONVERSELY, NOTHING IN THIS QUESTIONAIRE SHALL BE CONSTRUED AS A WAIVER BY THE OWNER FROM EXPECTING ANY ADDITIONAL INFORMATION FROM THE PROPOSER NOT REQUESTED HERE BUT OTHERWISE REQUESTED IN THE RFQ.

Interested parties submitting their qualifications for GCS projects must follow the format below. Materials 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 eight (8) copies and an electronic copy.** 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

a. 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 and a company profile that list the primary services offered. Identify location of the office that will be responsible for the implementation of services provided to GCS. (Provide copies of all licenses and evidence of authority to do business in North Carolina)

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.

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IV. Resumes

Identify the key management personnel you anticipate working on GCS 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 at least the last 5 years.

V. Project Experience

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

a. Project name
b. Owner name and address
c. Contact person, phone number, and e-mail address
d. Services provided
e. Total size of project in square feet
f. Total project cost
g. Completion Date
h. Brief description of the project, and unique attributes

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

VI. Quality Control

Describe your procedures related to project cost containment, value engineering, and lifecycle cost, as part of your planning and management considerations. Outline cost estimating procedure, at what phases of the project, and to what detail cost estimates are complete.

VII. 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.

VIII. 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. Provide annual dollar workload for each of the last five years and the # of projects per year. Provide a list of projects for which the firm is currently committed including: Name and location of each project, time frame to complete each project and $ value of each project. Provide audited current financial statements.

List by case name and case number all pending litigation in which proposer is involved as a party or proposer's officers are involved as parties in their official capacity. 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. Include cases pending in any Federal or State jurisdiction, court, commission, regulatory body or other authority having the power to determine the rights of parties appearing before it. Also list all arbitrations proposer is involved in as a party and the name, location and owner of the property at issue. Also provide a response to the following:

a. Within last five (5) years, has any contract for construction or CM at Risk services of proposer's been considered in default, suspended or terminated for cause? If so, please attach an explanation of the matter including the name and location of the project, the name and address of the owner's representative, and all pertinent details of the default, suspension or termination.

b. Within the last five (5) years, has proposer's contract or any portion of the work connected to the contract been completed by the Owner or proposer's surety? If so, please attach an explanation providing the name and location of the project, the name and address of the owner's representative, and all pertinent details of the matter.

c. Within the last five (5) years, has proposer been debarred or suspended for any reason by any federal, state or local government procurement agency or refrained from bidding on a public project due to an agreement with such procurement agency? If so, please attach a full explanation.

d. Within the last five (5) years, has proposer been named in any action, administrative proceeding, or arbitration in which it was alleged that the proposer failed to comply with N.C. Gen. Stat. Chapter 22C, or any similar state or federal statute requiring the prompt payment of subcontractors? If so, please attach a full explanation.

e. Within the last ten (10) years, has the proposer or any predecessor or related entities, or any officers, shareholders/partners or key personnel of the proposer ever been convicted of or pleaded guilty to any crime (a) related to the bid process for contracts on public or private projects or (b) involving fraud or misrepresentation? If so, please attach a full explanation.

IX. 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.

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/or community members. A short list of firms deemed to be the most highly qualified for the proposed project will be identified by the selection committee.

Shortlisted firms may be invited to participate in an oral presentation and interview to determine which firm(s) is/are 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 and after interviews.

The recommendation of the selection committee will be subject to a successful contract negotiation and may also be subject to Board of Education approval. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms. The district reserves the right to negotiate with more than one firm simultaneously, to break out the work among various firms and contract with more than one firm at its discretion.

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 is not limited to the following:

1. The program and project management firm's understanding of the educational environment related to the project and qualifications to complete the services required.
2. The program and project management firm's previous experience, qualifications and competence on educational facility projects and/or related 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. Comprehensive nature of the qualifications submitted.
7. Ability to communicate with the selection committee both in written format and verbally.
8. Knowledge of state and local requirements.

ISSUING OFFICE

1. The Issuing Office is the Guilford County Schools Purchasing Department located at 501 West Washington Street, Greensboro, North Carolina 27401. All inquiries about the proposal or otherwise relating to forms should be directed to John Mann, Purchasing Officer.
2. The Issuing Office shall be the sole point of receipt of responses, proposals and forms.

DUE DATE AND TIME

1. **One (1) original and eight (8) copies** (for a total of nine) of the Proposal must be received at the Issuing Office in order to be considered. Submission of an electronic copy 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.

2. Each proposal shall be properly labeled with the date and time the proposals are due, the title of the project, and the name of the person, firm, or corporation making the proposal.

3. The Owner will evaluate the proposals as provided for in this RFQ.

4. Proposers mailing proposals shall allow sufficient mail delivery time to insure timely receipt by the Issuing Office. Proposals or unsolicited amendments to proposals arriving after the due date and time will not be considered.

5. Proposals are to be delivered to the Issuing Office addressed to the Issuing Office and clearly designated as Proposal for this RFQ. The Owner recommends against use of mail or delivery services that will not guarantee delivery directly to this office. Proposals delivered to any other location will not be considered "received" until they arrive at the location specified above. This Owner will not waive delay in delivery resulting from need to transport a proposal from another location, or error or delay on the part of the carrier.

QUESTIONS AND INQUIRIES

Questions and inquiries shall be directed to the individual(s) referenced with the Issuing Office above. The Issuing Office will be open during normal business hours and business days.

TERMINOLOGY

All references in this RFQ to the PM, Proposer, Project Designer/Engineer, and other person or persons are made relative to the singular person, male gender (e.g "he", "him", "his", etc.) These are intended only as generic terms relative to number and gender and are employed solely to simplify text and to conform with commonly used construction specifications language.

SITE INVESTIGATION

By submitting a proposal the Proposer acknowledges that he has investigated and satisfied himself as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, and electric power. Any failure by the Proposer to acquaint himself with the available information will not relieve him from responsibility for estimating properly the cost of successfully providing the services required. The Owner shall not be responsible for any conclusions or interpretations made by the Proposer of the information made available by the Owner.

RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

1. The Owner reserves the right to cancel this RFQ at any time before the date set for the receipt of proposals.

2. The Owner reserves the right to reject either all proposals after the opening of the proposals but before award, or any proposal, in whole or part, when it is in the best interest of the Owner. For the same reason, the Owner reserves the right to waive any minor irregularity in a proposal.

LICENSES AND QUALIFICATION

1. Proposers must possess all licenses required by North Carolina law and shall submit proof of current licensing with their proposal.

2. The Owner reserves the right to require that the PM to demonstrates that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule.

CLARIFICATIONS AND ADDENDA

1. Should a Proposer find discrepancies in the RFQ documents, or should there be doubt as to the meaning or intent of any part thereof, he must, not later than **seven** (7) **working days prior to the proposal due date,** request clarification in writing from the Issuing Office, which may issue a written Addendum to the RFQ. Requests shall include the RFQ name.

2. Oral explanations or instructions with respect to the RFQ will not be binding; only written Addenda may be relied upon. Any Addenda resulting from these requests will be mailed to all listed holders of the RFP's no later than **five (5) calendar days** prior to the proposal due date.

3. Any addendum amendments to the RFQ must be acknowledged with submission of the proposal.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straight forward, concise description of the Proposer's offer to meet the requirements of the RFQ.

CONFIDENTIAL PROPRIETARY INFORMATION

Proposers should give specific attention to the identification of those portions of their proposals which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the Owner under North Carolina public records laws. Proposals will be publicly opened. Proposers must clearly indicate each and every section that is deemed to be confidential, proprietary or a trade secret as required by statute. It is NOT sufficient to preface your entire proposal with a proprietary statement.

MINORITY WOMEN BUSINESS ENTERPRISE BUSINESS

1. Minority business enterprises are encouraged to respond to this RFQ.

2. The verifiable goal for minority business participation pursuant to N.C. Gen. Sta. § 143-128 f is set at not less than **12.46%** of the total value of the work, inclusive of all fees.

3. The Owner encourages Proposers to exceed this minimum MWBE participation level wherever possible.

PROPOSAL AFFIDAVIT

The Proposal Affidavit must be executed by each responding Proposer and submitted with the Proposal.

MULTIPLE / ALTERNATIVE PROPOSALS

Proposers may not submit more than one (1) proposal nor may Proposers submit an alternate to this RFQ.

JOINT VENTURE PROPOSERS

If the Proposer is a joint venture firm, the Proposer must provide all identification information for all parties and all requirements for all parties (i.e., licenses, insurance, etc.) as requested. The Proposer must identify the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFQ document. All joint venture parties will be held responsible for the contract obligations jointly and severally.

INCURRED EXPENSES

The Owner will not be responsible for any costs incurred by any Proposer in preparation and submittal of a proposal.

CONTRACT NEGOTIATION AND AWARD

1. After firm(s) have been notified of the selection action by the district, representatives from the Guilford County Schools construction office, finance office, along with an attorney for the Board of Education, will discuss with the selected PM(s) appropriate services and information about the project.

2. The district will request in writing a detailed fee proposal from the selected PM(s). School system representatives, in coordination with the Owner's Attorney, will attempt to negotiate a fair and equitable fee consistent with the project program and the professional services required. This may consist of agreeing to a flat rate for particular personnel and a multiplier. In the event that terms cannot be agreed upon, the Owner shall terminate the negotiations and may repeat the notification and negotiation process with another firm.

3. Following successful negotiation, the Owner shall award the contract in the exercise of its discretion as by law provide.