Guilford County Schools

FACILITIES PLANNING AND CONSTRUCTION

**Request for Qualifications**
**Engineering Services (HVAC Systems and Controls) RFQ #0812**

The Guilford County Board of Education seeks to select individuals or firms experienced in the design of HVAC systems and controls, to provide engineering services for boiler and chiller replacement, air conditioning, and miscellaneous equipment upgrades for public school facilities. Design and construction of these facilities are subject to funding approval.

**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, Wednesday, November 12, 2008**. 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**
**Fax: (336)-271-3345**

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_test.htm. No questions will be responded to after **4:30 P.M. EST, Friday, November 7, 2008.**

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

**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.

*Please note that on May 6, Guilford County residents voted to approve $457 million in school bonds. The package contains a line item for HVAC projects totaling $8,069,487. Remaining HVAC projects include:*

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|---|---|
| **Andrews High School** | Replace Air Handling Units |
| **Southeast Middle School** | Install Dehumidification System |
| **Jamestown Elementary School** | Boiler Replacement |
| **Colfax Elementary School** | Boiler Replacement |
| **Aycock Middle School** | Boiler Replacement |
| **Summerfield Elementary School** | Boiler Replacement |
| **Jackson Middle School** | Boiler Replacement |
| **Alamance Elementary School** | Boiler Replacement |
| **Guilford Middle School** | Boiler Replacement |
| **Ragsdale High School** | Boiler Replacement |
| **Sedalia Elementary School** | Boiler Replacement |
| **Alderman Elementary School** | Boiler Replacement |
| **Administration Bldg. - Eugene St.** | Boiler Replacement |
| **Kirkman Park Elementary School** | Boiler Replacement |
| **Millis Road Elementary School** | Boiler Replacement |
| **Wiley Elementary School** | Boiler Replacement |
| **Northeast High School** | Boiler Replacement |
| **Northwest High School** | Boiler Replacement |
| **Archer Elementary School** | Boiler Replacement |

*Details regarding bond projects can be found on the Guilford County School District Website, www.gcsnc.com*

## 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 eight (8) copies.** 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 ten 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

f. Project cost

g. Change order cost in dollars and percentage of the total construction cost. Identify what amount of the change orders were due to owner requests.

h. Completion Date

i. Contractor

k. Brief description of the project, and unique attributes

l. 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. Conservation

Provide descriptions of projects your firm has completed which have focused on conservation issues, describe special systems used and provide anticipated or calculated operational savings. Describe how energy and natural resource conservation is typically integrated into your projects. List completed projects that have been LEED Certified or equal.

## VII. Cost Control

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

## VIII. Quality Assurance

Outline the coordination process between the engineer and consultants. Describe review process to assure plans and specifications are complete and accurate prior to putting the documents out to bid.

## IX. 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.

## X. 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.

## XII. 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 and approval by the Board of Education. 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 consultants' understanding of the educational environment related to the project and qualifications to complete the services required.

2. The design team'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. Comprehensive nature of the qualifications submitted and the creativity displayed on past school projects.

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

8. Knowledge of state and local requirements.