



Request for Qualifications #6606

Architectural/Engineering Services

The Guilford County Board of Education seeks to select individuals or firms experienced in the design of public-school facilities to provide architectural/engineering services for proposed new schools at the following locations:

1. Sternberger Elementary School
2. Allen Jay Elementary School

A virtual pre-proposal conference is scheduled for **November 29, 2023 at 1:00 PM.**

We are inviting you to a scheduled MS Teams meeting.

Topic: Discussion regarding Architectural / Engineering services for the Guilford County Schools 2020 - \$300M Bond Program.

Location of the pre-proposal conference will be at Virtual.

(3) Three Paper Copies and (1) One electronic copy of their response in Adobe PDF format of the RFQ submission should be delivered via email to gaddyv@gcsnc.com no later than **2:00 pm on December 8, 2023.** 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. Respondents should allow sufficient 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 **Velicia Moore** at gaddyv@gcsnc.com



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: **Velicia Moore** gaddyv@gcsnc.com no later than **12:00 noon on December 4, 2023**. All responses to questions or requests received by this deadline will be posted online at: <http://purchasing.gcsnc.com/BidCurrent/PurchasingQuoteList.aspx> by **December 6, 2023** Late requests will not receive a response.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE)

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority and women-owned business enterprises are encouraged to respond to this RFQ.

After review of the submitted qualifications, selected firms may be requested to make a formal proposal and presentation. GCS reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities.

Guilford County Schools
Velicia Moore
Director of Purchasing



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 **three (3) original and (1) electronic copy** of their response in **Adobe PDF format**. 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 (company), note which team member 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 (e.g., 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 lists 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 the project(s); 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, indicating services provided. Project examples should be recently completed facilities related to these projects, and must represent the type of approach and quality of work you anticipate completing for GCS. 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) Size of project in square feet
- 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/construction manager
- j) Brief description of the project and unique attributes
- k) MWBE Participation including dollar amount and percentages (both your firm and the contractor's participation)
- l) Photographs of the buildings listed

VI. Conservation

Provide descriptions of projects your firm has completed which have focused on sustainable & 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 architect/engineer and consultants. Describe review process to assure plans, 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 documentation pertaining to NC Statewide Uniform Certification (SWUC). Describe methods firm utilizes to ensure participation of Minority/Women owned businesses. Minority participation in this program is very high in the overall selection criteria. Firms are encouraged to challenge their teams to be inclusive.

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.

XI. 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 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. 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 designed by the architect/engineer 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 qualification’s submittal.

Evaluation of qualifications may include, but is not limited to the following:

1. The consultants’ understanding of the educational environment related to the project(s) 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 as indicated by written references from owners.
4. Experience and qualifications of personnel assigned to the project(s).
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.
8. Knowledge of federal, state and local requirements.

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