

	<p align="center">GUILFORD COUNTY SCHOOLS Request for Proposals NWMS Facility Condition Assessment</p> <p align="center">Purchasing Department 501 W. Washington Street Greensboro, NC 27401</p>
Direct all inquiries to:	Request for Proposals: 6569
Velicia Moore (336)370-3240	Bid due date: May 12, 2023, by 2:00PM EDT
gaddyv@gcsnc.com	Commodity: Facility Assessment

NOTICE TO BIDDERS

Proposals, subject to the conditions made a part hereof, will be received at this office 501 W. Washington St., Greensboro NC 27401, until **2:00 PM EDT** on the day of opening for furnishing and delivering the commodity as described herein. Proposals submitted via facsimile (FAX) machine in response to this Request for Proposals **will not** be accepted.

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals will not be accepted.

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	FAX NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		TITLE	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for 120 days from date of bid opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

1.0 PURPOSE AND BACKGROUND

The Guilford County Board of Education is requesting to obtain proposals to partner with a firm capable of assisting the District in assessing the current state of the Northwest Middle School facility located at 5300 NW School Rd., Greensboro, NC 27409. The District seeks to understand the general condition of the facility and its major components, the annual operational costs for the facility and the timing and cost impacts of future building component maintenance/replacement to develop a prioritized capital plan and the benchmarks with data to support the current and future capital funding decision making.

2.0 GENERAL INFORMATION

This RFP is comprised of the base bid document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

TAXES

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax. When invoiced, tax should be invoiced as a separate line item.

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 businesses are encouraged to submit proposals for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

INSURANCE

Certificate of Insurance

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, Greensboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, Greensboro, North Carolina.

Public Liability Insurance

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

- 1.A combined single limit (CSL) of \$1,000,000 each occurrence, or
- 2.A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

Worker's Compensation Insurance

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

Terms and Conditions

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFP.

All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. The award of a contract under this solicitation may be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, contractors providing submittals shall be responsible for complying with state law and local ordinances.

3.0 SPECIFIC INFORMATION

PRE-BID CONFERENCE

A pre-bid meeting is currently being coordinated to accommodate this endeavor at Northwest Middle School for the potential bidders to view the site. Specific details will be provided for the date, time, and location as soon as they are confirmed. Please contact Gene Sides at sidesf@gcsnc.com if not posted by EOB Tuesday, April 18th.

BID QUESTIONS

Upon review of the RFP documents, vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the proposal questions process, vendors shall submit any such questions by Friday, April 28, 2023 at 1:00 pm EDT.

Instructions:

Written questions shall be emailed to Velicia Moore at gaddyv@gcsnc.com by the date and time specified above. Vendors will enter “**RFP #6569** – Questions” as the subject for the email. Question submittals will include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, GCS’s response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this RFP.

BID SUBMITTAL

One (1) Original, hard copy & and an email (digital copy) to gaddyv@gcsnc.com and sidesf@gcsnc.com of the proposal response to be labeled ‘RFP 6569 Response’ as the subject of the email, shall be received in the GCS Purchasing Department by the close date and time. The original hard copy should be addressed in an envelope with the RFP number as shown below in the mailing instructions. It is the responsibility of the bidder to have the proposal in the Guilford County Schools Purchasing office by the specified time and date of opening. If Vendor is submitting more than one proposal, each proposal shall be submitted in separate sealed envelope and marked accordingly. For delivery purposes, separate sealed proposals from a single Vendor may be included in the same outer package. Late responses will NOT be accepted.

MAILING INSTRUCTIONS

DELIVERED BY US POSTAL SERVICE OR ANY OTHER MEANS:

RFP No. 6569
Velicia Moore, CLGPO
Purchasing Manager
Guilford County Schools
Purchasing Department
501 W. Washington Street
Greensboro, NC 27401

4.0 AWARD AND BID EVALUATION

REVIEW AND AWARD

It is the intent of Guilford County Schools (GCS) to award this Request for Proposals to the responsible bidder(s) who best matches the needs of Guilford County Schools Department of Planning, Design, & Construction. Guilford County Schools reserves the right to reject any or all proposals presented and to waive any informalities and irregularities. Award of this RFP may be in whole or in part as deemed to be in the best interest of GCS. All projects are awarded contingent upon funding. No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for a period of 120 days.

EVALUATION CRITERIA

Proposals shall include, but are not limited to, all performance requirements/specifications listed below. Any proposed services (which are over and above standards for professional practice and/or the requirements/specifications) listed below shall also be noted along with all financial considerations. Proposals will be reviewed by an internal committee where proposals will be evaluated and ranked. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The evaluation is designed to award this procurement not necessarily to the respondent of least cost. The proposal will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be the most advantageous to Guilford County Schools, price and other factors considered.

5.0 Request for Proposal Document

REQUEST FOR PROPOSALS NORTHWEST MIDDLE SCHOOL FACILITY CONDITION ASSESSMENT

I. Purpose

The Department of Planning, Design, & Construction seeks to partner with a firm capable of assisting the District to assess the current state of the Northwest Middle School facility in its portfolio, develop a prioritized capital plan and the benchmarks with data to support the current and future capital funding decision making.

Northwest Middle School is located at 5300 NW School Road in Greensboro, NC 27409. The site acreage, Parcel ID 148570, is approximately 82.98 acres and includes the Northwest Guilford High School Campus. The Northwest Middle School has an approximate area of 144,210 square feet. The original building was constructed in 1970 with a renovation in 2012.

The District seeks to understand:

- The general condition of the facility and its major components
- The annual operational maintenance costs for the facility; and
- The timing and cost impacts of future building component maintenance/ replacement.

Specifically, the contracted services will include and not be limited to the following:

- A strategic assessment of the condition of the assets, infrastructure and utilities of the facility to include repair, modernization, and potential new space needs and/ or uses.
- Segmentation and sequencing of the current deferred maintenance backlog based on both technical and program needs specific to the building and the associated campus.
- Development of scenarios based on various funding levels and reinvestment.
- Strategies for implementing new, upgrading infrastructure and utilities to reduce, if not eliminate, the accumulation of maintenance backlog moving forward.
- Provide estimated construction costs, overall project costs, and schedules for design & construction for the transformation/ implementation of a 9th Grade Academy that meets NC Department of Public Instruction and Guilford County Schools planning standards.

II. General Scope of Work

Through this assessment, the District will be provided a detailed inspection of the facility and campus by architectural, engineering, or other equivalent professionals. The intent is to produce an accurate analysis that identifies visible and discernable components and elements requiring maintenance or other planned actions.

The selected firm will provide a licensed engineer or architect to lead the assessment and be the point of contact for the project. The field assessors shall have a minimal of five (5) years of experience performing FCAs and strategic type of assessments.

- A. The firm will be fully responsible for the review and consolidation of information provided by the Owner from existing drawings, reports, and evaluations to be included in the analysis. The firm will be required to inspect and collect asset conditions in the field that may not be contained or portrayed in existing documentation. The existing documentation will include and not be limited to maintenance records, work orders, as-built drawings, specifications, manuals, etc.

B. Facilities professionals will subsequently conduct a visual inspection of all identified components with the following major categories.

Compliance	HVAC/ Mech. Systems	Boilers/ Primary Heating
Electrical Systems	Plumbing Systems	Bldg. Automation Systems
Exterior Shell/ Envelope	Interior Shell Spaces	Civil- Parking & Stacking
Grounds/ Landscaping	Fire Alarm Systems	Sprinkler Systems
IT/ Technology	Intercom/ PA Systems	Safety/ Security Systems

The following minimal assessments and documentation will be accomplished and provided:

- Each building system will be evaluated based on condition, age, criticality, deficiencies, effective useful life, and remaining useful life.
- Identify all maintenance, repair, and replacement requirements including potential energy efficiency opportunities to enhance operations.
- Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements. Potential return on investment should be included in the recommendation.
- To the extent possible, gather key data into a spreadsheet from major MEP system equipment tags including equipment type, location, manufacturer, model number, serial number, date of manufacture, nominal capacity (i.e. Btu/ hr., hp, tonnage, etc.) and estimated remaining life.
- Assess real property associated with the facility such as buildings, structures, and utilities and their integral components/ systems.
- Perform and document a thorough visual assessment of all architectural, civil, structural, mechanical, electrical, fire, plumbing, sewer components/ systems of the facility.
- Identify and document all civil, structural, roof, mechanical, electrical deficiencies and recommend upgrades and/ or improvements.
- Provide a complete inventory of and focus on the following property elements:
 - HVAC
 - Building security
 - Building substructure- Foundations, basement, utility tunnels
 - Building envelope- exterior finish material, windows, storefront, exterior doors/ hardware, roofs, etc.
 - Interior Construction- Walls, doors, flooring, visible structural components, ceilings, ceiling systems, stairs/ stairwells lofts
 - Interior finishes
 - Lighting
 - Health/ Fire/ Life Safety Systems- Emergency egress lighting, fire suppression, smoke & carbon monoxide detection, BDA systems
 - Security Systems- Access control, intrusion detection, security cameras
 - Accessibility- ADA requirements and any necessary improvements
 - Plumbing
 - Elevators
 - Building Electrical and Service Distribution
 - Site Electrical and Service Distribution
 - Special Electrical Systems and Emergency Power (i.e. solar, generators, etc.)
 - Parking lots, sidewalks, and exterior lighting

- Facility Specific Water (not irrigation) and sanitary (including any lift stations, pumps, etc.)
 - Control Systems Maintainable equipment includes and not limited to the following types of items: Building and HVAC Controls, Boilers, Chillers, Cooling Towers, Ducts, Lighting, Package HVAC Units, Major Exhaust Equipment, Hot Water Heaters, Air Handling Units and Controls, Commercial Overhead Doors/ Sliders, Security Alarm Systems and Duress Equipment, Compressors/ Refrigeration, Fire Alarm and Pumps, Electrical Service Equipment.
 - Food Service Equipment
 - Technology- AV, communications, intercom, PA systems, phones, WIFI coverage, bandwidth,
- C. The scope shall include independent site reviews, interviews and working sessions with key facility personnel that includes but is not limited to teachers, academic leaders, technology, security, construction, maintenance, and facilities.
- D. Analysis
The selected firm will provide a specific, detailed, and comprehensive analysis and presentation of the facility's conditions and needs to include repair, modernization, and potential new spatial needs. The analysis will detail the project by building, system, and other relevant segments in a format that is accessible and easily interpreted/ understood by district leadership. The firm will be responsible for developing programmatic criteria for a 21st Century 9th Grade Academy learning environment that will be executed in concert with District staff. The program will review existing programmed spaces against the programmatic requirements for a 21st century 9th Grade Academy. This review of spaces will include functional and spatial relationships, i.e. adjacencies for use as a 9th grade academy. The analysis should also include root cause analysis to assist in mapping and troubleshooting as well as a current asset inventory.
- E. Capital Plan.
Once the facility assessment is finalized, the firm will create a capital plan that uses financial strategies that enable mitigation of deferred maintenance and modernization. The firm will have a proven methodology for prioritizing and developing realistic funding scenarios. These options will tie to the current facility needs, future program requirements, and historical investment. The assessment should be complete, concise, and accurate in its entirety so that it can be utilized as a primary example for a basis of design for future facility assessments including district wide facility assessments.
- F. The awarded vendor must use software that is capable of interfacing with GCS's Archibus in order to upload the FCA data. The data shall be compiled into a field-validated inventory. *UNIFORMAT II* is current used by GCS to map the correct classifications for building elements. The data provided will be formatted so that it can be updated and live.

III. Firm Qualifications

The following key qualifications are desirable for the successful completion of the technical requirements:

- A. The strategic assessment of educational facilities and operations must be a core business of the selected firm.
- B. Contractor must have performed capital planning exercises at educational institutions and school districts of varying type.
- C. Firm must have an existing database of comparable facilities metrics for benchmarking facility conditions and funding levels for purposes of capital planning. This database should include metrics for education institutions and school districts.

D. The firm must have demonstrated ability to effectively present findings to district-level senior leadership/ governing boards/ county/state legislators.

IV. Submittals

The District would like the completed assessment completed as soon as possible and the firm should provide a recommended timeline based on their experience with comparable projects. The firm, in their response, should identify their approach and plan to provide as much information as possible to the District.

Submittals will be evaluated and ranked based on the following criteria:

- Team experience with facility condition assessments, familiarity with typical building design and operations including HVAC, plumbing, and other major elements as well as facility restoration applicable permitting and construction/ facility management. Listed members must be available and actively participating in the project. 30% of the evaluation.
- Cost for the Facility Condition Assessment and all related Work. 30% of the evaluation
- Approach to project including any potential suggestions or changes to the phased work provided herein, or alternative methods that can be used to accomplish the District's goal in a fiscally and timely manner. 25% of the evaluation
- Familiarity with relevant codes and standards and how they will apply to this scope, including impacts on timing and costs of completing replacement and repairs. Ability to meet schedule and additional information that makes the team the right selection for this project. 15% of the evaluation.

Firms are required to submit their statements in the format and order of the above listed evaluation criteria. Please limit the size of the submittals to no more than 20 pages or up to ten (10) double-sided sheets with text no smaller than size 10 font on 8-1/2"x11" paper. A cover letter may be included that does not count towards the overall page limit. Resumes and bios of team members should be included within the number of pages identified above.

Proposals will be reviewed by an internal committee where quotes will be evaluated and ranked. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The evaluation is designed to award this procurement not necessarily to the respondent of least cost. The proposal will be awarded to the responsible, responsive firm whose quote, conforming to this solicitation, will be the most advantageous to Guilford County Schools, price and other factors considered.

Guilford County Schools reserves the right to accept or reject any or all quotes, in part or whole and to waive informalities and minor irregularities in bids received.

FIRM OVERVIEW

Full name and address of the firm with a short description of the firm.

Include a description of the following:

- A. Business Organization
- B. Year Established
- C. Federal ID Number
- D. Firm's legal formation (e.g. corporation, sole proprietor, etc.)

- E. List the firm's officers (up to three)
- F. List the location and address of the firm's office in North Carolina that will provide the services requested.
- G. Provide a list of the firm's primary services. Provide a list of similar projects completed by the firm.

REFERENCES

Please include three (3) references with projects of similar scope.

COMPENSATION

Identify all costs in the fee including expenses to be charged for performing the services necessary to accomplish the objectives of the project and contract. The respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish tasks and to produce deliverables under the contract. Costs for any subcontractors or subconsultants are to be broken out separately.

CONFLICT OF INTEREST

Disclose any conflicts or perceived conflicts of interest. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

COPIES OF THE FOLLOWING ITEMS (These will not count towards the overall submittal page count)

- Comprehensive General Liability and Property Damage coverage
- Professional Liability (Errors and Omissions) coverage
- Worker's Compensation coverage
- Automobile Liability.

V. Timeline

Request for Proposals Release	April 13/16, 2023
Deadline to Submit Written Questions	April 28, 2023 by 1:00 pm EDT
Deadline for Responses to Questions	May 5, 2023
Proposals due and bid opening	May 12, 2023 by 2:00 pm EDT
Proposal review and award date	May 19, 2023