



**GUILFORD COUNTY SCHOOLS
Request for Qualifications**

**Purchasing Department
501 W. Washington Street
Greensboro, NC 27401**

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| Direct all inquiries to: | Number: 6115 |
| Shayla Parker | Quote due date: 4/30/19 @2:00 pm |
| parkers3@gcsnc.com/336.370.3238 | Commodity: Architectural/Engineering Services |

NOTICE TO BIDDERS

Quotations, 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** on the Tuesday, April 30, 2019, for furnishing and delivering the commodity as described herein.

EXECUTION

By executing this quote, the undersigned vendor certifies that this information is submitted 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 quote, the undersigned certifies to the best of the 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 RFQ, 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 quote prior to submittal shall render bid invalid and it WILL BE REJECTED. Late quotes will not be accepted.

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|---|---------|------------------------------------|-------------|
| NAME OF COMPANY: | | FEDERAL ID OR SOCIAL SECURITY NO.: | |
| STREET ADDRESS: | | N.C. SALES & TAX REGISTRATION NO.: | |
| CITY & STATE & ZIP: | | P.O. BOX: | ZIP: |
| TYPE OR PRINT NAME & TITLE OF PERSON SIGNING: | | TELEPHONE NUMBER: | FAX NUMBER: |
| AUTHORIZED SIGNATURE: | | TITLE: | |
| CONTRACT LICENSE NO.: | E-MAIL: | | |

Offer valid for 60 days from date of opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFQ.

1.0 PURPOSE AND BACKGROUND

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 renovations, improvements and additions for six (6) Career and Technical Education (CTE) academies.

2.0 GENERAL INFORMATION

Two (2) originals and one (1) electronic copy in Adobe PDF format of the RFQ submission shall be delivered to the address shown below no later than **2:00 pm EST, Tuesday, April 30, 2019**. 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:

Ms. Shayla Parker
RFQ 6115-Architectural/Engineering Services
Guilford County Schools
Director of Purchasing
501 W. Washington Street
Greensboro, NC 27401

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 shall be submitted in writing by email to: **Ms. Shayla Parker at parkers3@gcsnc.com**. All responses to questions or requests will be posted online at <http://purchasing.gcsnc.com/BidCurrent/PurchasingQuoteList.aspx>. Responses will be given only for questions submitted in writing prior to **5:00 pm EST, Friday, April 19, 2019**.

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.

3.0 SPECIFIC INFORMATION

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 **two (2) originals and one electronic (1) 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

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 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 Career and Technical Education schools and or classroom spaces and represent the type of approach and quality of work you anticipate completing for GCS. To be used as references, list a minimum of five Career and Technical 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 (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 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.

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 Career and Technical Education and qualifications to complete the services required.
2. The design team's previous experience, qualifications and competence on Career and Technical Education projects of similar size and scope.
3. Experience and qualifications of personnel assigned to the project(s).
4. Methodology used to achieve technical, management and project control.
5. Knowledge of federal, state and local requirements.