Request for Qualifications
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 renovations and improvements for the Allen Jay Middle School A Preparatory Academy Rock Gymnasium project. On July 11, 2013, in response to the authority given as part of the American Recovery and Reinvestment Act (ARRA) of 2009, the Guilford County Board of Commissioners approved the use of $1.5 million in Qualified School Construction Bonds (QSCB), to pay for the design and renovation of the Allen Jay Middle School A Preparatory Academy Rock Gymnasium project.

One (1) original and eight (8) copies of the RFQ submission should be delivered to the address shown below no later than 4:00 P.M. EST, Friday, August 23, 2013. 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. Donald Reid  
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. Donald Reid at reidd@gcsnc.com, no later than 4:00 P.M. EST, Thursday, August 8, 2013. All questions will be compiled and answered in the form of an Addendum that will be posted to the Guilford County Schools’ Purchasing website (“Bid Solicitation page”) no later than 4:00 P.M. Monday, August 12, 2013.

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.
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 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 and projects that were federally funded. Project examples should be recently completed facilities related to this project, and 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 (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 qualifications 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 references.
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.