

**Request for Qualifications
Yancey County Schools
(New Elementary School)**

Date: 17 October 2016

Yancey County Schools (YCS) is requesting responses from design firms interested in providing professional design services for a new elementary school project in Yancey County, North Carolina. This Request for Qualifications (RFQ) consists of the following parts:

- I** Summary of Project
- II** Selection Schedule
- III** Contact
- IV** Summary Proposal Content
- V** Summary Evaluation

Exhibits:

- Exhibit A: Architect Information Form
- Exhibit B: Prior Related Experience Form
- Exhibit C: MWBE Questionnaire - Identification of Minority Business Participation

It is the intent of this solicitation process to fully comply with NCGC § 143-64.31 - Procurement of Architectural, Engineering, and Surveying Services and NCGC § 115C-521 – Erection of School Buildings, to announce all requirements for architectural and engineering services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, YCS shall terminate negotiations with that firm and initiate with the next best qualified firm. Selection of a firm shall include the use of good faith efforts by YCS to notify minority firms of the opportunity to submit qualifications for consideration by YCS. YCS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any and all responses to the RFQ.

I SUMMARY OF PROJECT

The lead architectural consultant will assemble a team of consultants to include, but not limited to: civil, structural, architectural, plumbing, mechanical, electrical, electronic, data/technology, and security, as may be required in the design of the proposed structure. The scope of work may include pre-design services such as planning, programming and/or site selection assistance. Otherwise, the scope will include design and construction contract administrative services, Furniture and Equipment assistance, and property accounting drawings.

This approximately 300-student K-5th grade elementary school will have an approximately 300-student core capacity and is expected to be sited on not less than approximately 15 acres in the western area of Yancey County. An energy model will be required during the design phase.

II SELECTION SCHEDULE

Official responses to the RFQ will be due at 3:00 p.m. on Thursday, 10 November 2016.

The Owner, at its sole discretion, may determine that it wants to short list and interview firms. If so determined, the short-listed firms will be notified of the date, time and place of the interview. Notification will also be sent to firms not short-listed. After selection of the firm, the scope of work and negotiations will begin immediately.

III CONTACT

Firms interested in submitting a proposal are requested to contact:

Dr. Tony Tipton, Superintendent
Yancey County Schools
100 School Circle
PO Box 190
Burnsville, NC 28714
(828) 682-6101

IV SUMMARY PROPOSAL CONTENT

Proposals should include (at a minimum) the following:

1. History of the firm.
2. Qualifications of the firm (Submit completed Architect Information Form – **Exhibit A**).
3. Management and Staffing - Describe the management plan philosophy of project management; insurance coverage; and project schedule. Include brief resumes which list the

qualifications and experience of key personnel from the firm and subconsultants (and/or team members) designated to perform the above listed work. Include the current registration of the project team's engineers or architects within the State of North Carolina.

4. **Project Approach.** A project approach that clearly and thoroughly demonstrates a familiarity with the project and its objectives. This narrative should present a comprehensive overview of the primary (and any contingent secondary) tasks required to complete the project, from start to finish, with a detailed discussion of the key elements that could, in the consultant's opinion, make or break the project. It is desirable for the project approach to be arranged and structured in a manner that facilitates and simplifies the preparation of a task-oriented Scope of Services for the project. A proposed schedule shall also be included, noting the primary and secondary tasks, the estimated time required to complete each, and the ability of the project team to meet various milestones and deadlines.
5. **Prior Related Experience -** Briefly describe **elementary school** specific experience of the firm including a contact person and telephone number for referenced projects. Please use the Prior Related Experience Form set out as **Exhibit B**. Copy additional pages as needed.
6. **DBE status of firm and sub-consultants (and/or team members) (See MWBE Questionnaire - Exhibit C).**
7. **Limit proposals to twelve (12) pages (not inclusive of the cover letter or Exhibits A - C) and be typed on 8 ½"x11" sheets, single spaced, one sided. Proposals containing more than twelve (12) pages may not be considered. Provide five (5) bound hardcopies, and (one) 1 electronic copy (CD, flash drive or PDF).**

V SUMMARY EVALUATION

The YCS will use a qualifications-based process to select the most qualified respondent. Proposals will be evaluated on the following criteria:

- **Project Approach** – A project approach that clearly and thoroughly demonstrates a familiarity with the project and its objectives. This narrative should present a comprehensive overview of the primary (and any contingent secondary) tasks required to complete the project, from start to finish, with a detailed discussion of the key elements that could, in the consultant's opinion, make or break the project. It is desirable for the project approach to be arranged and structured in a manner that facilitates and simplifies the preparation of a task-oriented Scope of Services for the project. A proposed schedule shall also be included, noting the primary and secondary tasks, the estimated time required to complete each, and the ability of the project team to meet various milestones and deadlines.
- **Professional Qualifications** – The professional qualifications, including the education, certifications, and licensures, and special abilities and experience of the team members to be assigned to the project to perform the necessary services as they relate to the

design and construction of an elementary school. Resumes should be concise and relevant to the project. An organizational chart of key personnel to be assigned to the project by discipline is required.

- **Performance and Relationships** – The performance of the firm, and any subconsultants, and team members on previous elementary school projects in North Carolina, as relevant to the execution of this project.
- **Partnerships** – Commitment to project participation by registered and qualified DBE/MBE/WBE providers, including those with local ties to the Yancey County region.

In addition to content and adherence to the proposal requirements, YCS will acknowledge creative effort, innovative ideas, and the thoroughness of responses. However, the submission of extraneous or unsolicited information beyond what is reasonably necessary to demonstrate relevant project experience, professional competency, and adequate resources is discouraged. Similarly, submittals that are incomplete or lacking in the required elements will be disqualified. Firms may be invited for interviews with the YCS or any review committee it may establish for the evaluation of proposals.

EXHIBIT A

Architect Information Form

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED BY:
NAME: _____

ADDRESS: _____

PRINCIPAL OFFICE: _____

- Corporation
- Partnership
- Limited Liability Company
- Joint Venture
- Other _____

NAME OF PROJECT: **New Elementary School for Yancey County Schools**

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as an Architect? _____

§ 1.2 How many years has your organization been in business under its present business name? _____

§ 1.2.1 Under what other or former names has your organization operated?

§ 1.3 If your organization is a corporation, answer the following:

- § 1.3.1 Date of incorporation: _____
- § 1.3.2 State of incorporation: _____
- § 1.3.3 President's name: _____
- § 1.3.4 Vice-president's name(s) : _____
- § 1.3.5 Secretary's name: _____
- § 1.3.6 Treasurer's name: _____

§ 1.4 If your organization is a partnership, answer the following:

- § 1.4.1 Date of organization: _____
- § 1.4.2 Type of partnership (if applicable): _____
- § 1.4.3 Name(s) of general partner(s): _____

§ 1.5 If your organization is individually owned, answer the following:

- § 1.5.1 Date of organization: _____
- § 1.5.2 Name of owner: _____

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2 LICENSING

§ 2.1 List jurisdictions in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 3 EXPERIENCE

§ 3.1 List the categories of professional design services that your organization normally performs with its own forces.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details – Caption name, name of parties, date, amount at issue, nature of dispute and final disposition.)

§ 3.2.1 Has your organization ever failed to complete a project to which it was under contract?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization, as a plaintiff or defendant, been a party to any law suits or arbitration with regard to design or construction contracts within the last five years?

§ 3.2.4 Has your organization, as a claimant or respondent, participated in any mediation settlement conferences as a party with regard to design or construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a design or construction contract? (If the answer is yes, please attach details.)

§ 3.4 On a separate sheet, list major design projects your organization has in progress, giving the name of project, owner, contractor, contract amount, percent complete and scheduled completion date.

§ 3.5 On a separate sheet, list the major projects your organization has designed in the past five years, giving the name of project, owner, contractor, contract amount, and date of completion.

§ 5 INSURANCE

§ 5.1 Professional liability insurance carrier:

§ 5.2 Professional liability insurance coverage amount: _____, on the basis of
[] Claims made
[] Occurrence

§ 5.3 Have any claims been made under your professional liability insurance policy during the current reporting period? If so, explain: _____

§ 6 SIGNATURE

§ 6.1 Dated at this _____ day of _____, _____

Name of Organization:

By: _____

Title: _____

§ 6.2 NOTARIZATION

_____, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____, _____

Notary Public: _____

My Commission Expires: _____

EXHIBIT B

Prior Related Experience Form

Yancey County Schools Board of
Education

Name of Firm _____ Principal Name _____

Address _____

Phone # _____ Fax # _____

Please complete requested information for the most recent **Elementary Schools** that you have provided design consultation services within the past two to five years. Use one form for each project.

Project No. _____

Name & Address of School: _____

School Contact Person: _____ Phone #: _____

Year project was bid: _____ Year project completed: _____

Type of consulting services provided:

Comments regarding this particular project: _____

Project No. _____

Name & Address of School: _____

School Contact Person: _____ Phone #: _____

Year project was bid: _____ Year project of completed: _____

Type of consulting services provided:

Comments regarding this particular project: _____

Project No. _____

Name & Address of School: _____

School Contact Person: _____ Phone #: _____

Year project was bid: _____ Year project of completed: _____

Type of consulting services provided:

Comments regarding this particular project: _____

Project No. _____

Name & Address of School: _____

School Contact Person: _____ Phone #: _____

Year project was bid: _____ Year project of completed: _____

Type of consulting services provided:

Comments regarding this particular project: _____

***This form must be included in each information packet.
Copy as needed. Photos may be included.***

EXHIBIT C

MWBE Questionnaire

**IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION
Yancey County Schools**

I _____,

(Name of Proposer)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

| Firm Name, Address and Phone # | Work type | *Minority Category |
|--------------------------------|-----------|--------------------|
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*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**)
American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

The total value of minority business contracting may be approximately (\$) _____.

