

Caswell County, North Carolina
Request for Qualifications
Architectural Design Services
Improvements at Bartlett Yancey High School

April, 5 2019

I. Purpose and Description of the Project

Caswell County is seeking qualification (RFQ) from qualified architectural firms for professional architectural, engineering and construction phase services for improvements at Bartlett Yancey High School. The proposed improvements are described in a January 2018 Facility Study prepared by Dewberry & Davis Inc., for the Caswell County Board of Education (the "Project"). This study may be viewed online at the Caswell County Schools website for the project at this link <http://caswellcounty.schoolinsites.com/Default.asp?L=1&LMID=174913&PN=Pages&DivisionID=4513&DepartmentID=&SubDepartmentID=&SubP=Level2&PageID=37988&SubPageID=23755>

II. Scope of Services

It is the intent of Caswell County to negotiate a single contract with one architectural firm for architectural services related to the Project. The contract will include complete architectural and engineering services for the Project including, but not limited to, programming, design, bidding and construction phase services.

III. Selection Criteria

Selection criteria for the Project architect include, but is not limited to, the following:

- a) Project approach and familiarity with the Project, Bartlett Yancey High School, and Caswell County School construction generally;
- b) Relevant experience with similar school projects in and near Caswell County;
- c) Results of reference checks;
- d) Performance (including completion on time and on budget) on similar projects in the past;
- e) Qualifications, experience and location of key project team members who will remain actively involved throughout the entire Project;
- f) Location of firm relative to Yanceyville, NC for timely and consistent project oversight;
- g) Experience with providing architectural services to Caswell County Local Government and Caswell County Schools;
- h) Experience with USDA-RD funding requirements and processes;
- i) Knowledge of required state and local permitting and approval processes for similar Projects; and
- j) Scope of the firm's MWSBE recruitment program.

A selection committee comprised of the County Manager and the Superintendent of Caswell County Schools will review proposals received by the Proposal Submission deadline and make recommendation to the Caswell County Board of Commissioners for approval. The selection of the Architectural firm will be based on responder's qualifications and response to the RFQ. The selection committee will review and evaluate the RFQ responses and may select firms with or without interview. Upon approval by the

Caswell County Board of Commissioners, the selection committee will negotiate with the firm deemed to be particularly qualified.

Caswell County has sole discretion and reserves the right to reject any and all RFQ responses received and to cancel the RFQ process at any time prior to entering into a formal agreement. Caswell County reserves the right to request additional information or clarification of information provided.

IV. Proposal Requirements

The proposal shall provide information necessary for Caswell County to evaluate the qualifications of the proposing firm and sub consultants to perform the services and shall follow the format outlined below. The entire proposal must not exceed twenty-five (25) pages, excluding the cover sheet and letter of introduction. Proposals exceeding twenty-five (25) pages will not be considered. Responders bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. All costs incurred in the preparation and submission of the response to this RFQ shall be covered by the responder.

A. Company history, size and background

Provide current organizational structure information, date of company formation and the number of years providing design services for educational facility projects. Provide the total number of staff directly employed by the proposing office regularly engaged in educational design work including the number of registered Architects and all other disciplines. Provide an organizational chart that represents this staffing and their relationship to the organizational management structure. Include the names of license holders and associated license numbers.

B. Project Approach and Schedule

Briefly describe the firm's approach to this project including familiarity with the property and key issues associated with this project. Include a schedule for completion of tasks required for Project completion.

C. Similar Project Experience

Outline in detail the firm's past experience with similar projects k-12 school construction projects and experience; particularly in Caswell County, if applicable (minimum of 3 and maximum of 5 similar projects). Include specific project names, a description of the work completed and list references for each project. Provide the following information for High School projects (new and/or renovation) completed by your firm in the past 5 years: Name and address of project; Names of staff (Principal, Project Architect, Project Manager, Construction Administrator, Consultants); Name, address and phone number for Owner's Representative; Construction delivery method; Estimated Costs at outset of project and Actual Cost at project completion; Design start/finish dates; Number of review cycles required to obtain permit; and Construction start/finish dates.

D. Client References

Provide the name, address, email addresses and telephone number of at least three (3) references familiar with the quality of work completed by the firm on similar projects (can be the same list included in Subsection C above, if applicable).

E. Project Team

Provide a description of your project team, including all consultants for civil engineering, structural engineering, flood services, mechanical, electrical, plumbing and telecommunications, listing the firm name(s), individuals involved and the role they will perform. Provide a description of the

qualifications and experience of the specific individuals that will be involved in this project, including the staff of other professional firms, if any are to be used.

F. Location

Location of Architectural firm and key staff relative to Yanceyville, NC.

G. MWSBE Information

In accordance with G.S. 143-64.31, minority-owned, women-owned, and small business enterprises (collectively “MWSBE”) as well as other responsible vendors shall have a fair and reasonable opportunity to participate in County business opportunities. The firms selected to perform work on the Project shall comply with the County’s MWSBE Program by making a good faith effort to utilize MWSBE firms. A copy of the County’s MWSBE program documents can be provided by the County Manage upon request. The fundamental requirement of the County’s policy is that all contractors, vendors and consultants, who contact with the Board of Education, will: (i) not discriminate against any person in regard to race, color, religion, age, national origin, sex, or disability; and (ii) provide a full and fair opportunity for participation of MWSBE’s in contracts. Describe how your firm will address the County’s MWSBE program and associated goals in the performance of the Project.

H. Legal Information

Identify any judgments, claims, and suits pending or outstanding against your firm or its officers. Describe previous litigation, mediation or arbitration pertaining to your design services in which your firm has been involved with during the past five (5) years. Provide information on any projects where the proposing office has been required to pay for errors and omissions to be corrected. Indicate any project(s) where your firm has been terminated and the reasons for termination. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law? If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

V. Proposal Submission

Submit three (3) hard copies of the proposal and one (1) electronic copy on a labeled USB flash drive by 2:00p.m. on 4-19-2019 . Submittals received after the deadline will not be reviewed or accepted. All submittals shall be clearly marked “Improvements at Bartlett Yancey High School”.

Send or deliver to:

Caswell County Historic Courthouse
County Managers Office
144 Court Square
Yanceyville, NC 27379
Attention: Bryan Miller, County Manager

Questions regarding this project shall be directed in writing via email to Mr. Bryan Miller, County Manager, at bmiller@caswellcountync.gov and Dr. Sandra Carter, Superintendent, at sandra.carter@caswell.k12.nc.us.