



**REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES
RFQ # (173-21023)**

Facility Condition Assessment, Feasibility Study, Planning and Design
Services for Renovations to or Replacement of E.E. Smith High School

April 26, 2021

PROPOSALS DUE:

May 21, 2021

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Cumberland County Schools Operations Center
ATTN: Donna Fields
810 Gillespie Street, Fayetteville, NC 28306
e-mail: dfields@ccs.k12.nc.us

PURPOSE:

The Cumberland County Board of Education (BOE) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firms interested in providing architectural services in connection with the design and planning of E.E. Smith High School. Professional services will be procured through a qualification-based selection process in accordance with G.S. 143-64.31, G.S. 143.64.32 and G.S. 115C-521(E). Professional services will be rendered using a standard Cumberland County Schools professional contract or Purchase Order.

OBJECTIVE:

The Board of Education proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the project. The Board of Education will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects. The overall goal of the Board of Education is to complete an advanced planning study to determine whether it is in the best interest of the Board of Education and more cost effective to renovate, including potential additions, or construct a new building. The Board of Education reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

SITE DESCRIPTION:

E.E. Smith High School, 1800 Seabrook Road, Fayetteville, NC 28301, was built in 1953 as a traditional high school with a separated classroom layout. It has undergone several renovations and additions from 1960 - 2011. The school is currently underutilized and the academic spaces do not support trending STEM and CTE related academic programs.

SCOPE OF WORK:

The selected Architects(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The Board of Education anticipates a contract which will include an advanced feasibility and planning study, schematic design, production of computer generated renderings and cost estimations for each phase of the project. The Board of Education anticipates the initial scope of work will include preparing a proposal of the project, including a cost estimate for options to include renovations, additions or new construction all together, and computer generated renderings, to be presented to the Board of Education and the Board of County Commissioners for approval. If the proposal is not approved, the Board of Education anticipates there will be no further work needed from the Architect. The Board of Education reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the Board of Education may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and

be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the Board of Education reserves the right to approve sub-consultants that will be associated with each project.

The work will include, at a minimum, the following components:

1. Meet with staff from Cumberland County School District Facilities and Academic departments to gain an understanding of the developing academic program goals and space standards.
2. Analysis of all of the existing facilities on the campus of E.E. Smith High School and the completion of a feasibility analysis with basic budget figures for renovating existing facilities and/or new construction.
3. Development of a design plan, including schematic designs and renderings, of proposed renovation and/or new construction.
4. The design of a project plan that allows for phased implementation, if and when necessary.

PROJECT FUNDING:

Funding for the work described herein will be determined upon the recommendation of the Cumberland County Board of Education as approved and solely authorized by the Cumberland County Board of Commissioners.

PROJECT SCHEDULE:

The work described herein will begin after selection approval by the Board of Education and contract execution on or about June 8, 2021. Completion of the design work, budgeting/cost estimating, and phased project scheduling is required by September 17, 2021.

SELECTION PROCESS:

From a review of the statements of qualifications received, the Board of Education intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. The Board of Education will notify selected firms of the dates and times of the interview. The Board of Education reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with the Board of Education on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

EVALUATION CRITERIA:

The criteria used to evaluate the RFQ responses will include, but not be limited to , the following (items listed below are not listed in order of importance):

1. **Qualification of Firm** – Qualifications of firm, specifically as they relate to this Project.
2. **Firm’s Experience on Similar Projects** – Related project experience of the firm(s) and the individuals who would be assigned to the Project.
3. **Available Resources to Complete Project** – This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
4. **Responsiveness to the RFQ** – This would include any documents submitted such as concept plans, space planning and design concepts and other related items.
5. **Professional References** – Provide names and contact information for professional references.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION:

1. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded.
2. **Cost of Responses** – The Board of Education will not be responsible for the costs incurred by anyone in the submittal process.
3. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Board of Education the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.
4. **No Obligation** – The Board of Education reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Board of Education’s best interest; or cancel the entire process.
5. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the state of North Carolina.

SUBMITTAL INSTRUCTIONS:

Seal submittals are required. Three copies of the responses should be made in bound hard copy format. Provide (1) electronic copy in pdf format on CD or Flash Drive. Responses are to be delivered to Donna Fields, Executive Director of Operations, at the address set forth below at or before 2:00 p.m. on Friday, May 21, 2021. All submittals must be labeled:

PROPOSAL FOR E.E. SMITH HIGH SCHOOL
Cumberland County Schools Operations Center
Attn: Donna Fields
810 Gillespie Street
Fayetteville, NC 28306

To enable the Board of Education to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider.

CONTENT OF SUBMITTAL:

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

- Firm name, addresses and telephone numbers of all firm offices
- Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm
- Years firm has been in business
- Name of principals in firm
- Primary Contact
- Organizational description
- Description of firm's philosophy

Divider #2: General Company History/Qualifications

- A brief history of the Architect and the services routinely provided
- An organization chart that explains team member responsibilities
- Name of the Project Team Leader in charge of projects
- The resumes of all persons to be assigned to the project with their prospective roles identified
- Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of North Carolina

Divider # 3: Experience and References

- Discussion of Architect's experience in working with government agencies.
- List of representative governmental projects, whether ongoing or completed, including references. Please begin with projects in North Carolina. For each, please provide:
 - Project name and location
 - Year completed
 - Short description of project
 - Name, addresses and phone numbers of owner and contact person tasked with daily responsibilities of project
 - Cost of construction for project

- Names, addresses and telephone numbers of general contractor and engineer
- Design and construction costs and whether or not it was complete on time

Divider # 4: Management and Organizational Approach

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- Describe your firm's understanding of the project
- Describe how the firm will organize to perform the services
- Description of the Architect's approach to code analysis and jurisdictional approval

All submittals, questions and inquiries shall be sent to:

Donna Fields
Executive Director, Operations
Cumberland County Schools
810 Gillespie Street
Fayetteville, NC 28306
Phone: 910.678.2571
Email: dfields@ccs.k12.nc.us

Under no circumstances shall contacts be made with other Cumberland County Schools' personnel or members of the Cumberland County Board of Education regarding this Request for Qualifications and Selection Process.

END OF REQUEST FOR QUALIFICATIONS