

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

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Henderson County Board of Public Education
Notice of Request for Qualifications
For Architectural Services for Hendersonville High School

Request for Qualifications (RFQ) for Architectural Services pertaining to Hendersonville High School are to be addressed to Henderson County Public Schools, Attention Dr. John Bryant, Associate Superintendent, 414 Fourth Ave West, Hendersonville, NC 28739 and will be received on or before 2 PM August 31, 2018.

A copy of the RFQ Package in its entirety, including scope of work is available for download from the Henderson County government website at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

The services provided by an architect are professional services. The selection of an architect for professional services is made in the discretion of the Board of Education. The Board of Education reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who the Board of Education in its sole discretion determines to be most qualified. The Board of Education may determine to take no action and reserves the right to do so. Qualifications submitted after the deadline date and time will not be accepted.

Note: Firms submitting qualifications not in proper form may be rejected.

Henderson County Board of Public Education
Request for Architectural Services

PURPOSE OF RFQ

The Board of Education invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning of Hendersonville High School.

SITE DESCRIPTION

Hendersonville High School is located at 1 Bearcat Boulevard in Hendersonville, North Carolina.

OBJECTIVES

The Board of Education proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the projects. The firm(s) who participate in the RFQ process are sometimes referred to as “Respondents” and “Architects”. 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 or construct new buildings. 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.

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 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 of construction and computer generated renderings, to be presented to 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 proposed sub-consultants that will be associated with each project.

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

1. Analysis of all of the existing facilities on the campus of Hendersonville High School and the completion of a feasibility analysis with basic budget figures for renovating existing facilities and/or construction of new facilities.
2. Development of a design plan, including schematic designs and renderings, of proposed renovation and/or new construction.
3. The design of a project plan that allows for phased implementation, if and where necessary.

PROJECT FUNDING

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

SELECTION PROCESS

From a review of the statements of qualification 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 projects. The Board of Education will notify selected firms of the date and times of any 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):

A. Qualifications of Firm

Qualifications of firm, specifically as they relate to this Project.

B. Firms Experience on Similar Projects

Related project experience of the firm(s) and the individuals who would be assigned to the Project.

C. 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.

D. Responsiveness to the RFQ

This would include any documents submitted such as concept plans, space planning and design concepts and other related items.

E. Professional References

Provide names and contact information for professional references.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. 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.

B. Cost of Responses

The Board of Education will not be responsible for the costs incurred by anyone in the submittal of responses.

C. 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.

D. 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.

E. 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

Sealed submittals are required. Three copies of the responses are to be delivered to Dr. John Bryant, Associate Superintendent, at the address set forth below at or before 2:00 p.m. on Friday, August 31, 2018. All submittals must be labeled:

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

FOR HENDERSONVILLE HIGH SCHOOL
Henderson County Public Schools
Attn: Dr. John Bryant
414 Fourth Avenue West
Hendersonville, NC 28739

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(s).

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

Divider #1: Firm Information

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

Divider # 2: General Company History/Qualifications

- a. A brief history of the Architect and the services routinely provided
- b. An organization chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of projects.
- d. The resumes of all persons to be assigned to the project with their prospective roles identified.
- e. 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

- a. Discussion of Architect's experience in working with government agencies.

b. List of representative governmental projects, whether ongoing or completed, including references. Please begin with projects in North Carolina. For each, please provide:

- i. Project name and location
- ii. Year completed
- iii. Short description of project
- iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
- v. Cost of Construction for project
- vi. Names, addresses and telephone numbers of general contractor and engineer
- vii. Design and construction cost and whether or not it was completed 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:

- a. Describe your firm's understanding of the projects.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.