

REQUEST FOR QUALIFICATIONS
July 17, 2024
Design Services for Gates County Public Schools

Gates County Public Schools (referred to hereafter as the "District") requests Statements of Qualifications for Design Services for Building design including structural, electrical/or HVAC infrastructure improvements for Gatesville Elementary School This request for qualifications (RFQ) solicitation does not commit the District to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for these services. Pursuant to North Carolina General Statute 143-64.31, the District utilizes a "qualifications-based" selection process without consideration of fees during the initial phase in hiring design firms.

RFQ INFORMATION

- 1) **Project sites:** Buckland Elementary & TS Cooper Elementary Schools
- 2) **Project scope:** Gates County Schools is soliciting proposals for the design of infrastructure improvements at Gates County High School. The scopes of work include new construction, roof replacement, window replacement, energy efficient mechanical upgrades, and site improvements.
- 3) **Anticipated project budget:** Estimated not to exceed \$4,656,000.00
- 4) **Anticipated Project schedule:**
RFQ submitted by July 25, 2024
Contract Negotiations September 2024
Contract to Designer October 2024
Present to School Board November 2024
Notice to Proceed January 2025

Please note this is an anticipated timeline

Selection criteria and criteria weighting:

- ✓ An Evaluation Committee will consider the proposals pursuant to Gates County Public Schools Board Policy. The District will select the responding firm that is deemed most qualified and that the District determines provides the greatest value for this particular project.
- ✓ Notice of the Districts rules, ordinances, or goals (presumably related to the project), including goals (or Minority/Women-owned Business Enterprises (MWBE) and small business participation: The District encourages the use of MWBE, small and Historically Underutilized Businesses. The state goal of

10% minority business participation shall prevail unless otherwise approved prior to bidding. All Board of Education Policies and Procedures shall apply to this contract.

- ✓ Each Offeror shall submit with its proposal an explanation of its project team consisting of the list of licensed design professionals the designer proposes to use on the project.
- ✓ Each Offeror shall agree to comply with Gates County Public Schools Federal Uniform Guidance Addendum to Contract for Goods and Services.

QUALIFICATION SUBMISSION

Submission Questions

Any questions that are necessary to complete proposals should be sent in writing to Mr. Johnny Greene, Director of Maintenance, using the email address provided below by July 25, 2024 at noon Eastern Daylight Time (EDT). Question submittals should include a reference to the applicable RFQ section and/or page number. Any questions submitted after July 25, 2024 at noon EDT will not be addressed. Mr. Greene will only confirm receipt of the question. All questions received and corresponding answers will be posted in an addendum to the RFQ on Gates County Public Schools Website on July 27, 2024 by 9:00am EDT. Send questions to: greenejo@gatescountyschools.net

Please use the provided contact and do not contact other staff or elected officials regarding this procurement process. Improper contact may result in disqualification of your proposal.

Submission Requirements and Due Date

Three (3) paper copies of the submission, as well as a thumb drive with a digital copy, are due by noon, July 25, 2024. Submissions of qualifications received after that time will not be considered. Copies via email will not be accepted. The District is not responsible for late submissions due to mail delays. Mark the outside of the package with a label titled "**ELEMENTARY SCHOOLS DESIGN SERVICES RFQ SUBMISSION**" and mail or hand deliver to the following address:

Mr. Johnny Greene
117 School Maintenance Rd
Gatesville, North Carolina 27938

Format of Proposal

The offerors should address the following in their statements:

1. Executive Summary

Responding firm may highlight the firm's unique value, qualifications, and services that should be considered by Gates County Public Schools for this project.

2. Firm name and corporate address
3. Firm Profile
4. Firm Qualifications
5. Overview of Firm's history, current licenses held, and MWSBE status
6. Current insurance certifications and bonding information
7. Main contact person with full contact information, and NC office address, if applicable
8. Describe your firm's services.
9. Describe your project management capability, including number of project managers employed directly with your firm, as well as expertise
10. Provide a copy of your firm's most recent financial statements (within the past 12 months) and describe your firm's capabilities and experience with respect to financial project facilitation
11. Litigation history in the state of North Carolina
12. Project Team Qualifications and Experience
 - ✓ Project Team for the District
 - ✓ An organizational chart that illustrates the structure and roles of your Project Team.
 - ✓ Roles and Responsibilities of each key team member. No more than five (5) members should be listed.
 - ✓ Resume summaries of in-house project team members, including project role, relevant project experience, and any other pertinent information.

13. Experience of Respondent

- ✓ Provide at least three (3) project references. Each project description shall describe the services provided, project price, and contract term. Provide client names with a contact person's phone number and email or address.

14. Technical Approach/Methodology/Innovation

15. Describe how your firm will address innovative approaches and solutions to meet the long-term needs of the District.

Other Conditions:

The District shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the District for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the District harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ. The District is not required to enter into a contract with any Offer or if deemed in the best interest of the District.

The Offeror certifies that to the best of its knowledge no employee of the Owner nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal.

This public body does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Minority/Women and Small Business Enterprises

It is the policy of the District to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of contracting and procurement programs, including but not limited to employment construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status.

After selection, and prior to contract signing, the firm will be required to provide proof of licensing and insurance, and other requirements per Board policy and State law.

Submitting Confidential Information

Each proposal becomes the property of the District and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret- Confidential and Proprietary Information- Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.