



BRUNSWICK COUNTY SCHOOLS

35 Referendum Drive · Bolivia, North Carolina 28422 · Phone: 910-253-2900 · Fax: 910-253-2983

REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND DESIGN SERVICES

SOQ DUE BY 3:00 PM JUNE 21, 2022

PROVIDE 5 BOUND COPIES AND 1 ELECTRONIC COPY (FLASH-DRIVE)

The Brunswick County Board of Education, as Agent for the County of Brunswick, desires to select an architectural design firm for the purpose of developing design and contract documents for the North Brunswick High School Additions and Improvements. Letters of interest with qualifications packages will be accepted by the Brunswick County Board of Education (the Owner) on or before 3:00 PM June 21, 2022. Qualifications packages shall be deposited in the Bid Box located outside the Brunswick County Schools Operations Department located at 199 Sessions Drive, Bolivia North Carolina 28422. **Clearly label your SOQ. Architects are advised that courier services do not generally deliver before 3:00PM.**

The Owner intends to utilize the CM at Risk delivery method.

The project will consist of a 2-story 12-classroom addition, an add-alternate band room, and provisions for a future 4-classroom expansion. The site layout will generally conform with but not be limited by the District's Master Plan for the site, which locates the new addition and relocates the fire apparatus access road, the existing tennis courts (and restroom), the softball field (and restroom), and practice fields. Demolition of the existing athletic amenities and fire apparatus access road will be required. The site is located in Leland, NC. An Opinion of Cost for the project demolition, site work, building construction, and commissioning, including reasonable contingency is \$17-\$19M.

The selected designer shall be responsible for architectural, structural, civil, plumbing, mechanical, electrical (including signal amplification system for district 2-way radios and code required Emergency Responder Radio Systems), and landscape design services. The architect will also be required to procure and pay for any testing required by the design team for use during the design process. Construction testing services shall be by the owner.

Please respond to the questions in the same order given in this Request for Qualifications (RFQ). Responses to this RFQ should include but not be limited to the following information.

I. COMPANY HISTORY AND BACKGROUND:

- A. A brief history and background of the firm.
- B. Names and professional background of company principals.
- C. Depth and names of Personnel available for projects in Brunswick County

II. EXPERIENCE

- A. Submit a list of school projects, preferably high school, designed by your firm and completed within the **last five years**. In the event that five schools have not completed in the last five years, provide additional school design work performed by your firm not mentioned above. In the event your firm has done more than five schools in the last five years, submit information for **the last five** and at your discretion, any additional ones you want to provide.

- B. Provide the following information about the facilities:
 - 1. Description and name of the project, including description, size, location, construction method of delivery, and year completed.
 - 2. Design scope.
 - 3. Provide total construction cost, breaking out General Construction, MEP, and Site Development.
 - 4. Provide Project Budget vs Project Award Costs; and the number and cost of change orders. Differentiate between owner requests and other types of changes.
 - 5. Architect team members and the consultants utilized on the project.
 - 6. List energy conservation measures included in the design.
 - 7. Total project duration including design and construction. Indicate if design and/or construction schedule slippage occurred
 - 8. Legal claims.
 - 9. Construction Method of Delivery.
 - 10. Owner contact and phone number.

- C. Provide your firm's background working with CM at Risk firms. Include projects, timelines, costs, change order information, and contact names for the CM at Risk and the Owner.

III. PROJECT APPROACH AND STRATEGY

- A. Describe the organizational approach and strategy that you will employ in the performance of your professional design and construction administrative services on this project to meet the owner's objectives and expectations for the following:
 - 1. Your methodology to programming and planning, including timelines.
 - 2. Strategies for consultant involvement during the schematic, design development and contract document phase of the design.
 - 3. At each design phase juncture your approach to adjustments to meet the budget.
 - 4. Describe the use of on-line portals, if any, during the design and construction durations
 - 5. Schedule of architectural site visits and role during construction administration.
 - 6. Participation of design consultants during construction administration.

7. Describe the management methods, specifications and contract language your firm uses to keep a project on schedule, control change order costs and minimize claims for the owner.
 8. Procedures for evaluating proposals, claims and processing change orders.
 9. Design team availability and responsibility during the warranty period.
- B. Describe the strategy your office will follow to integrate the following planning topics into the design and provide examples of how they have been implemented on past projects:
 1. Energy conservation
 2. Flexibility (spatial / multi-use adaptability)
 3. Maintainability
 - C. Describe the technologies and software in your office that you will utilize in the preparation of the project design documents.
 - D. Describe your firm's Quality Control process to reduce breaks and errors in the specifications/drawings
 - E. Provide five (5) client references and one (1) financial institution. School references are preferred and prior relationships with the proposed project architect should be noted.

IV. PROPOSED PROJECT TEAM

- A. Identify your proposed project architect and organizational team for this project, their specific roles, and your principal in charge. Provide complete resumes for all project team members. Resumes to include education, experience and training, and a list of public school projects and the role played. List ongoing projects proposed personnel are working on and expected completions.
- B. List the names of the consulting firms you plan to use on this project and include the resume of the firm principals and the project designers that will be assigned. (Note: It shall be the owner's understanding that the consultant firms are integral to the proposal and shall not be changed subsequent to contract negotiations)
- C. Identify the A/E firms capacity to provide additional personnel to the design effort should they be needed to maintain project deadlines.

V. DISPUTES

- A. Describe previous and current litigation or arbitration, if any, pertaining to your design services in which your firm has been involved. Describe efforts taken prior to the litigation or arbitration to mitigate the dispute.

The Brunswick County Board of Education reserves the right to select a firm, which it deems to offer the best overall services presented in the submittal taking into consideration all factors including the information requested above. The Brunswick County Board of Education is not liable for any cost incurred by firms prior to issuance of a contract for work.

Selection will be based on the firms:

- Design team's successful experience with similar projects
- Project approach and strategy, including Quality Control
- Shown Ability to Adhere to budget and schedule constraints
- Successful experience and interaction with a Construction Manager at Risk (delivery method)
- The firms experience and proximity to the work location

Notification in writing for those firms selected for interviews will be provided to all those responding to the Request for Qualifications.

It is the responsibility of the firm to assure that the proposal is delivered to the place designated for receipt of proposals prior to the time set for receipt of proposals. No packages received after the time designated will be considered. To be considered, five paper copies and 1 electronic copy (on a flash-drive) of the requested information shall be received prior to the time and date noted. Submittals shall be delivered to the Bid Box located at :

Bid Box - Operations
Brunswick County Schools
199 Sessions Drive
Bolivia, NC 28422

Any questions related to this Request for Qualification should be directed to Mr. Craig Eckert via email at: ceckert@bcswan.net. Questions must be received prior to 5:00 PM June 7. Answers to questions will be posted on the website on an ongoing basis and summarized in a formal addendum June 10. Website address <https://www.bcswan.net/site/Default.aspx?PageID=2411>

The Brunswick County Board of Education invites and encourages participation in this process by minority-owned businesses, women-owned businesses and businesses owned by disabled persons.