



BRUNSWICK COUNTY SCHOOLS

35 Referendum Drive • Bolivia, North Carolina 28422 • Phone: 910-406-5100 • Fax: 866-291-7891

February 29, 2024

RE: **Request for Qualifications
Professional Architectural Services
Operations Division
RFQ # 153.000.24.CPP.248**

To Whom It May Concern:

The Brunswick County Board of Education is seeking qualified architectural firms to provide architectural services for a new elementary and middle school. Attached you will find a “Request for Qualifications”, which identifies the project(s) anticipated to be undertaken by Brunswick County Board of Education during the contract period.

In order to be considered, all responses must be submitted in writing no later than **2:00 PM (EST) on March 18, 2024**. The responsibility for getting the response to the Brunswick County Schools Operations Division on or before the specified time and date is solely and strictly the responsibility of the responding firm. The BCBOE will in no way be responsible for delays caused by any occurrence. Responses must be placed in the Bid Box located at:

**Brunswick County Board of Education
Operations Division
199 Sessions Dr
Bolivia, NC 28422**

Firms providing responses shall be licensed and responsible for complying with North Carolina laws, regulations, and local ordinances. The Brunswick County Board of Education reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Brunswick County Board of Education.

No responses to the Request for Qualifications will be received or accepted after 2:00 PM, EST, **March 18, 2024**. Late qualification packages will be deemed invalid and returned unopened to the firm.

Thank you,
Teresa Figliuolo, CLGPO
Director of Administration and Safety



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ARCHITECTURAL SERVICES
BRUNSWICK COUNTY BOARD OF EDUCATION**

New Elementary and Middle Schools RFQ # 153.000.24.CPP.248

I. INTRODUCTION

The Brunswick County Board of Education is inviting interested architectural design/consulting engineering firms, licensed in the State of North Carolina, to submit their qualifications for consideration to provide professional services for design of new elementary and middle schools.

II. SCOPE OF SERVICES

The successful firm will masterplan and design a school complex consisting of an elementary school (750 ADM core of 850 students; both in Phase I) and to design a middle school (700 ADM core of 800 students, Phase 2). Construction of the elementary school will commence immediately upon completion of the design and receipt of all required permits. The middle school construction timeline will be dependent upon need and funding. Design ADMs could fluctuate based on changing demographic data. The owner desires a cost-effective modern design with maximum flexibility for use of the classrooms by multiple grade levels. Connectivity between the schools through common facilities is desired.

It is anticipated that the method of delivery will be by Construction Manager at Risk.

III. SUBMISSION

- A. Submittals: Submit three (3) hard copies, marked “New elementary and middle school **RFQ # 153.000.24.CPP.248**” and one electronic copy. Submittals will be received no later than **2:00 PM EST, on March 18, 2024**, at Brunswick County Board of Education, Operations Division by placing in the Bid Box.
- B. All submittals become property of the school system. Requests for Qualification packages will not be accepted via fax machine or internet e-mail.
- C. Mark outside of envelope with “**RFQ #153.000.24.CPP.248**” and proposal subject, “New elementary and middle school”.
- D. Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the firm to ensure that their proposal is received by the Operations personnel before the deadline indicated above. There is nothing in this RFQ that precludes the BCBOE from requesting additional information from firms at any time during the qualification process.
- E. Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. On the contrary, all responsible firms/individuals are encouraged to submit responses. Brunswick County Board of Education reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the school system.
- F. Qualification packages may be withdrawn by written request prior to submittal deadline.

IV. PREPARATION

- A. Firms are to submit qualification packages which present their qualifications and understanding of the services to be performed. Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete and carefully worded and must convey all of the information requested by the BCBOE. If errors or exceptions are found in the firm's qualification package, or if the package fails to conform to the requirements of the RFQ, the BCBOE will be the sole judge as to whether that variance is significant enough to reject the firm's submittal.
- B. Qualification packages should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. Brunswick County Board of Education does not expect nor will any more favorable consideration be given to submittals with fancy covers or binding, color photographs, sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-projected related material. ***Brevity will be appreciated.*** Submittals shall be limited to 50 pages, double sided 8 ½ x 11, minimum 12-point font. Covers and dividers do not count in the 50 pages total.
- C. Firms requiring clarification or interpretation of this RFQ shall make a written request, which shall reach the Brunswick County Board of Education Operations Division no later than the date and time for submittal of written questions (see Section V, paragraph C).
- D. Any interpretation, correction or change of this RFQ will be made by Addendum which will be posted on Brunswick County School's website. It is the responsibility of the firm to ensure that all Addenda were received.
- E. All submittals shall provide a straight forward, concise description of the firm's ability to satisfy the requirements of the RFQ.
- F. Qualification packages (and copies) should be bound in a single volume where practical. All documentation submitted with the offer should be bound in that single volume.
- G. In addition to the transmittal letter, the Non-Collusion Affidavit must be signed by a principal of the firm or an officer of the corporation duly authorized to bind the corporation.
- H. If any offer includes comments over and above the specific information requested in this RFQ such comments must be included as a separate appendix.
- I. The firm is solely responsible for all costs and expenses associated with the preparation of the submittal and of any supplementary presentation (including any oral presentation) if requested by the BCBOE.
- J. Qualification Packages must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualification.
- K. Submittals shall be typewritten or computer generated.
- L. The BCBOE may enter in a contract with more than one firm to provide the various professional services that will be required.

V. GENERAL TERMS AND CONDITIONS

A. **NON-COLLUSION AFFIDAVIT**

Each qualification package must be accompanied by a notarized affidavit on non-collusion, executed by the firm or in the case of a corporation, by a duly authorized representative of said corporation. The Non-Collusion Affidavit is provided herein.

B. **ADDENDA/CHANGES**

Any additions, deletions, modifications or changes made to this RFQ shall be processed through the Brunswick County Schools Operations Division. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

C. **QUESTIONS**

Questions concerning this RFQ should be directed to: Cherie Suther at csuther@bcswan.net

All questions pertaining to this RFQ must be submitted in writing no later than March 11, 2024. (Subject of Email should read: "Question **RFQ # 153.000.24.CPP.248**")

All answers to submitted questions will be posted in an addendum no later than March 13, 2024.

D. **PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction shall not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3). However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner.**

E. **MINORITY BUSINESSES**

The Brunswick County Board of Education encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.

F. **AWARD/CONTRACT TIME**

No part of this solicitation is to be considered part of a contract nor are any provisions contained herein to be binding of the Brunswick County Board of Education.

Award shall be made to the responsible firm whose qualifications are determined to be the most advantageous to the BCBOE, taking into consideration the evaluation factors set forth in the RFQ.

Brunswick County Board of Education wishes to enter into an agreement with one firm which will be responsible for the work associated with this RFQ.

A notice of contract award is anticipated by March 29, 2024 or earlier. The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful firms for each specified project.

G. **CONTRACT DOCUMENT**

The successful firms will be required to enter into a design consultant services agreement. A copy of the BCBOE's standard Agreement for Design Consultant Services is attached.

H. SUBCONSULTANTS

If any subconsultants will be used for the various projects, the successful firm shall provide in their SOQ a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant.

The successful firm shall not substitute other subconsultants without the written consent of the BCBOE.

The successful firm shall be responsible for all services performed by a sub-engineer as though they had been performed by the successful firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time the Brunswick County Board of Education determines that any sub-engineer is incompetent or undesirable, the BCBOE shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and the Brunswick County Board of Education.

It shall be the successful firms responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

I. INSURANCE

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and the BCBOE, to include professional liability (E&O), from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the BCBOE, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above. See Sample Contract for additional information regarding insurance coverages and limits.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the Brunswick County Board of Education as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Brunswick County Board of Education Director of Administration and Safety and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

VI. QUALITY COMMITMENT

The Brunswick County Board of Education will utilize best management practices to ensure the highest quality of services is provided to its citizens. With this goal in mind, firms are required to demonstrate how they possess and utilize appropriate quality management systems which result in customer satisfaction and continuous improvements.

To satisfy these requirements, firms must demonstrate its commitment to best manage practices and provide services with the highest possible level of quality throughout all phases of Work. Proposals must demonstrate, at a minimum, (1) a complete understanding of the processes utilized within the organization to ensure quality and (2) graphical demonstrations that outline quality and process management within the organization and how they relate with sub-consultants and with the Owner. The response to quality must be deliberate and contain sufficient evidence that the firm has adopted

quality and best management practices as an integral part of the organization. As a part of the responses to this request, firms shall demonstrate the organizations design process, e.g. process map, flow chart.

Demonstrate processes in place to recognize, track and analyze project change orders due to errors and omissions (including those caused by any sub consultants) and discuss how these processes are utilized to minimize future occurrences.

VII. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested engineering/consulting firms desiring to provide services should include the following with its Statement of Qualifications:

1. Firm name, address, telephone, contact person and e-mail address;
2. Year established and former firm names;
3. Names of principles of the firm and states in which they are registered;
4. Types of services for which the firm is qualified;
5. Understanding of the scope of work/services;
6. List of staff members and resumes of those persons who will be assigned to work with the BCBOE on the various projects. Include an Organizational Chart but do not include resumes or list of personnel who will not be assigned to these projects.
7. List of current ongoing projects. Include: Project start date; expected completion date, total project cost, your ability to devote staff resources to complete this project.
8. List and describe all of your firm's previous experience in design and construction of Elementary and Middle School Designs over the last three (2) years that are applicable to the proposed project list. For each project listed, the information should include:
 - Name and location of the project and the date the work was completed.
 - Name and telephone number of the facilities maintenance director or staff person whom your firm worked with on the project (projects references).
 - Name of the project manager assigned to each listed project.
 - Total final combined design and construction dollar amount of the work performed.
 - Number of change orders and total amount of change orders.
 - Please list projects beginning with most recent.
9. Names of outside consultants (sub-consultants) who would be involved to provide services required for these projects. Provide a one-page synopsis for each consultant to include the following information:
 - Individual's proposed role in the project.
 - A resume or brief description of the individual's previous experience as it relates to his/her role in the project.
 - For any proposed sub consultants, indicate how long your firm has worked with the sub-consultant on previous projects.
10. In order to be considered responsive for this RFQ, the firm must include the following information.
 - Description of the kind of work that can be subcontracted.
 - Willingness to affiliate with DBE, minority or women-owned businesses ("M/WBE").
 - Identify any sub-contractible work that could be performed by minority firms.

- Name and address of the DBE and M/WBE firms that are anticipated to perform the sub-contractible work.

Note: Do not include sample Scope of Work, project approach or schedule with this submittal.

11. Quality Control and Assurance processes as stated above in Section VII.
12. Hourly billing rates charged by your firm each position type and reimbursable expenses.

VIII. EVALUATION PROCESS

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be completed by a selection committee established by the BCBOE. The selection committee will review, analyze and rank all submittals based on their response to the information requested. The selection shall be made in order of preference based on criteria established herein.

If desired, the selection committee may short list the number of qualified firms. The BCBOE reserves the discretion to determine the number of firms that will be on the short list. The BCBOE may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the selection committee may schedule interviews if required in the selection process. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The selection committee may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among the firm(s) deemed most qualified to provide the required services. At the discretion of the BCBOE, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the BCBOE, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The BCBOE will negotiate a stipulated sum fee for basic services and a rate schedule to be utilized for additional services and contingent additional services with the most qualified firm at a compensation which is considered to be fair and reasonable to the BCBOE. These rates shall include all disciplines (example: architect, project manager, engineers, administrative staff, etc.). In making this decision, the BCBOE will take in to account the established value, general scope, the complexity, and the professional nature of the services to be rendered. Should the BCBOE be unable to negotiate a satisfactory contract with the firm considered to be most qualified, negotiations with that firm shall be formally terminated.

Negotiations will then proceed with the remaining ranked firms in the same manner until an agreement is reached, unless it is determined by the committee that it is in the best interest of the BCBOE that the process be terminated or modified.

The Brunswick County Board of Education reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. the BCBOE reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submittal without further discussion or interviews.

IX. SELECTION PROCESS

The included criteria will be used in the evaluation of qualification packages to be considered for potential negotiations.

- 10%: Firms qualifications and experience including location of offices and related staffing
- 10%: Firms understanding of the project objectives
- 15%: Previous work experience of similar projects and demonstrated experience in the design and construction of expandable school campuses
- 15%: Proposed staff, including sub-engineers, that will be assigned to the project
- 5%: The firms approach to provide connectivity between the buildings while maintaining security and separate identities. (As previously stated, construction of the elementary and middle schools likely will occur at a different time)
- 10% Demonstration of Quality Control: Demonstrated systematic approach to quality assurance and interdisciplinary coordinator methodologies throughout the various phases of design and construction administration.
- 10%: Demonstration of Cost Control: Demonstrated experience implementing cost saving measures that effectively maximized the utilization of funding from a variety of sources and minimized unnecessary expenses while achieving desired results.
- 10%: The ability of the consultant to begin work immediately and complete the projects in a timely manner.
- 15%: References: Evaluation of comments received from referenced previous clients

X. CONTACT POLICY

After the date and time established for receipt of proposals by the BCBOE, any contact initiated by any firm with any BCBOE representatives, other than the Senior Project Manager listed herein, concerning this RFQ is prohibited. Any such unauthorized contact may cause the disqualification of the firm from this qualification process.

RESPONDER'S CERTIFICATION FORM

I have carefully examined the Request for Qualifications, the sample Agreement for Design Consultant Services and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional design consultant services for Brunswick County Board of Education in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

NAME OF FIRM: _____

BY: (printed name) _____

SIGNATURE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

ACKNOWLEDGEMENT OF ADDENDA

Responder hereby acknowledges receipt of all Addenda through and including:

| Addendum No. | Date | Acknowledgement |
|--------------|-------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

NON-COLLUSION AFFIDAVIT

State of North Carolina
Brunswick County Board of Education
RFQ # 153.000.24.CPP.248

_____, being first duly sworn, deposes and says that:

1. He/She is the _____ (title) of _____ (firm's name), the responder that has submitted the attached response;
2. He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Such response is genuine and is not a collusive or sham response;
4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Brunswick County Board of Education or any person interested in the proposed contract; and

Signature

Title

NOTARIZE

Subscribed and sworn to before me,

This _____ day of _____, 20____

Notary Public _____

My Commission Expires: _____