

	<p>GUILFORD COUNTY SCHOOLS Request for Qualifications</p> <p>Purchasing Department 501 W. Washington Street Greensboro, NC 27401</p>
<p>Direct all inquiries to:</p>	<p>Number: 6590</p>
<p>Velicia Moore</p>	<p>Proposal due date: August 28, 2023</p>
<p>gaddyv@gcsnc.com (336) 370-3240</p>	<p>Commodity: Architectural Engineering Services for 2022 Bond</p>

NOTICE TO BIDDERS:

Proposals, subject to the conditions made a part hereof, will be received by the Guilford County Schools Purchasing Dept. until **2:00 p.m. Monday, August 28, 2023** for the commodity as described herein. Proposals submitted via facsimile (FAX) machine in response to this Request for Qualifications **will not** be accepted.

EXECUTION:

In compliance with this Request for Qualifications (RFQ), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items upon which prices are proposal, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of the vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned vendor certifies that it, and each of its sub-contractors for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Failure to execute/sign proposal prior to submittal shall render bid invalid and it WILL BE REJECTED. Late Proposals will not be accepted.

NAME OF COMPANY:	FEDERAL ID OR SOCIAL SECURITY NO.:	
STREET ADDRESS:	N.C. SALES & TAX REGISTRATION NO.:	
CITY & STATE & ZIP:	P.O. BOX:	ZIP:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:	TELEPHONE NUMBER:	FAX NUMBER:
AUTHORIZED SIGNATURE:	TITLE:	
CONTRACT LICENSE NO.:	E-MAIL:	

Offer valid for **60 days** from date of opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFQ.

1.0 PURPOSE AND BACKGROUND

The Guilford County Board of Education seeks to select individuals or firms experienced in the design of public-school facilities to provide Architectural/Engineering Services for miscellaneous construction and repair projects throughout Guilford County in support of the 2022 Bond Program.

2.0 GENERAL INFORMATION

This RFQ is comprised of the qualification document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Proposals shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE):

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

TERMS and CONDITIONS:

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFQ. All qualifiers are hereby notified that they must have the proper license as required under the North Carolina laws. The award of a contract under this solicitation may be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of the funding award. All prospective vendors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, vendors providing submittals shall be responsible for complying with state law and local ordinances.

INSURANCE:

Certificate of Insurance

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, Greensboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina. The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, Greensboro, North Carolina. Ver: 08/28/23 RFQ 6590

Public Liability Insurance

The vendor shall maintain public liability insurance covering their liability for bodily injury and property damage which may arise from their operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CSL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the vendor must be personally signed by a resident licensed agent of each of the companies listed on that form.

Worker's Compensation Insurance

The vendor shall maintain during the life of their contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

Terms and Conditions

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFQ.

3.0 SPECIFIC INFORMATION

BID QUESTIONS:

Upon review of the RFQ documents, vendors may have questions to clarify or interpret the RFQ to submit the best proposal possible. To accommodate the proposal questions process, vendors shall submit any such questions by **August 21, 2023**.

INSTRUCTIONS:

Written questions shall be emailed to Velicia Moore by the date and time specified above. Vendors will enter "RFQ #6590– Questions" as the subject for the email. Question submittals will include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, GCS's response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this RFQ.

PROPOSAL SUBMITTAL:

Sealed Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at **501 W. Washington St. Greensboro, NC 27401**, as described herein. It is the responsibility of the Vendor to have the proposal in to the Guilford County Schools Purchasing Agent by the specified time and date of opening. Attempts to submit a bid via facsimile (FAX) machine, or telephone in response to this Invitation for bids will **not** be accepted.

REFERENCES:

See **Proposal Format and Content** bullets *Experience on Similar Projects, Resumes & References* under **5.0 REQUEST FOR QUALIFICATIONS DOCUMENT**.

4.0 AWARD AND PROPOSAL EVALUATION

REVIEW/EVALUATION CRITERIA/AWARD:

See **Evaluation & Selection Process** under **5.0 REQUEST FOR QUALIFICATIONS DOCUMENT**.

5.0 REQUEST FOR QUALIFICATIONS DOCUMENT

SCOPE OF SERVICES

Primary firms along with sub consultants shall submit **statements** delineating the disciplines that they wish to be qualified. The disciplines include but are not necessarily limited to the following areas of experience and expertise.

Architectural/Engineering Design Services for Miscellaneous Construction and Repair Projects: Including Schematic Design, Design Development, Construction Documents, Permitting, Construction Administration, & Post Construction Services

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the negotiations with selected firms. Selection will take place based solely on qualifications.

PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 20 pages, excluding resumes. The proposal should contain the following elements in the exact order and segmentation listed below:

Cover Letter: Describe your firm or team's interest and commitment in providing Consultant Services to GCS. The letter shall be signed by a person authorized to negotiate a contract with GCS.

Staffing, Team Experience and Understanding of Project & Objectives: Describe the qualifications and experience of the team members expected to be assigned to this project(s). The description shall include previous experience with similar projects. Include an organization chart and provide a matrix including which project team members have worked together in the past. A discussion demonstrating the proposer's understanding of the project, the goals, the services to be provided, the importance to the goals of GCS.

Experience on Similar Projects: The consultant must present significant evidence of successful projects done for public school clients over the past five years. Projects should be representative types normally done by local public-school districts.

Resumes: Include single page resumes of the engineers, technicians, key personnel and sub-Consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after consultation and approval by GCS.

References: Provide at least three references (name, agency, title, address and telephone number) for recent similar or related work.

Other Relevant Information & Exceptions: Provide additional relevant information that may be helpful in the selection process.

Responses to this RFQ are to be delivered to:

**Guilford County Schools
Purchasing Department**
Velicia Moore, Purchasing Director
RFQ #6590 Miscellaneous Architectural Engineering Services
Guilford County Schools
501 W. Washington Street
Greensboro, NC 27401

To be received no later than 2:00 p.m., Monday, August 28, 2023.

EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidate(s) will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, GCS will carefully weigh:

Consultant's understanding of GCS desires and general approach to completing the work;

Consultant's experience with projects of similar complexity and magnitude.

Qualifications of the staff being assigned to this project;

Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules; and

Minority participation is a key component of our selection and interview process.

NOTE: The Owner reserves the right to make an award based on initial offers without receiving oral presentations.

SUBMITTAL GUIDELINES

Firms shall submit three (3) hard copies and one (1) electronic copy in Adobe PDF on flash drive of the qualifications in a sealed envelope.

6.0 SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, THE STATE invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and nonprofit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact [the North Carolina Office of Historically Underutilized Businesses](#) at (919) 807- 2330. A list of those vendors may be found here: <https://evp.nc.gov/vendors/vendorsearchadvanceform/?id=3671765c-4332-ee11-bdf4-001dd804e182>

The Vendor shall respond to question #1 and #2 below.

1. Is Vendor a Historically Underutilized Business? Yes No
2. Is Vendor Certified with North Carolina as a Historically Underutilized Business?
 Yes No

If so, state HUB classification: _____