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1200 Salisbury Road • Mocksville, NC 27028
336.751.5921 • Fax 336.751.9013

**DAVIE COUNTY SCHOOLS
REQUEST FOR QUALIFICATIONS
Architectural Services for
Advanced Manufacturing Lab at Davie County High School**

April 9, 2024

Davie County Schools (DCS) intends to contract with one (1) architectural firm to review, revise, and update as necessary a design for The Advanced Manufacturing Lab Addition at Davie County High School. The firm selected will meet with the Davie Schools staff to design an approximate 7,000-square-foot Lab Building located at 180 War Eagle Drive, Mocksville, NC. The firm will design a space to include all educational program areas in a 21st-century 9th—12th grade advanced manufacturing lab.

Areas of expertise should include architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and sustainable design. Services provided by the architectural team may include feasibility studies, programming, schematic design, design development, construction document development, bid phase assistance, and construction administration or other services.

QUALIFICATIONS PACKAGE EVALUATION CRITERIA

Qualifications Packages will be evaluated on the firm's ability to meet the requirements of this Request for Qualifications [RFQ]. Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Extensive experience with similar projects, including the design of new and renovated schools involving construction administration;
- Qualifications, certifications, abilities, and geographic location of key individuals identified in the Qualifications Package;
- Qualifications of sub-consultants;
- Experience involving the community in the design process;
- References;
- The geographic location of the architect's design production office.



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SUBMITTAL REQUIREMENTS

If your firm would like to be considered for providing the required services for DCS, please submit (8) bound copies of your Qualifications Package to:

Carol Stuart, Administrative Assistant to the Superintendent and BOE
1200 Salisbury Rd.
Mocksville, NC 27028
336-751-5921

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by **2:00 p.m.** on May 2, 2024. No Qualifications Packages will be accepted after this deadline. Firms accept all risks of late delivery of Qualifications Packages regardless of fault.

Each firm is solely responsible for the cost of preparing and submitting its Qualification Package. The Qualifications Package should consist of a cover letter and the two tabbed sections described below. The cover letter must identify a contact person for questions during the RFQ process and provide contact information, including telephone number, fax, email, and postal address.

TAB ONE: INFORMATION ABOUT THE TEAM

Please provide the information requested in the following order under Tab One:

1. Identify the legal entity that would enter into the contract with DCS, office location, type of business (sole proprietorship, partnership, or corporation), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.
2. Identify the location of the architectural office that will produce the design of this project.
3. Identify the location of the architectural office that will provide construction administration for this project.
4. Provide an organizational chart identifying members of the team, including sub-consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location of each team member.



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5. For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
6. Provide information demonstrating the architecture firm's experience designing K-12 schools.
7. Provide information describing the architecture firm's experience involving the community in the design process.
8. Provide information regarding contracts performed in the past five (5) years by your firm or related firms for projects that were similar in size or type to this project. Include a brief description of each project and list the date services were performed, the name and phone number of the individual representative of the owner having knowledge of the firm's work, the base bid construction budget, the base bid, and the percent over or under this budget.
9. Provide three (3) client references: Name, title, organization, email address, and phone number.
10. Describe the limits of your professional liability insurance.

TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the requested information in the following order under Tab Two:

1. Provide resumes of the key individuals listed in the organizational chart. Include detailed background information, including:
 - Job title;
 - Past roles and responsibilities;
 - Professional licenses, registrations, and certifications listing applicable state(s);
 - Office location;
 - Years of service with the firm;
 - List of representative projects where this individual has served in a role similar to that proposed for this project.



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2. Describe the architecture firm's ability to support the project team in the following areas:

- In-house specialty resources such as Interior Design, Engineering, Environmental Planning, Security Design, etc.

ADDITIONAL INFORMATION ABOUT THIS RFQ

Selection Committee

A Selection Committee may be used to evaluate the information submitted. Interviews with firms may or may not be conducted. **Do not contact any DCS staff member, school official, county staff, or county official other than the designated contact person, Carol Stuart, regarding the project contemplated under this RFQ. Any attempt to do so may result in disqualification of the firm's submittal for consideration.**

Public Records

Upon receipt by DCS, your Qualifications Package becomes the property of DCS and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statutes §§ 66-152 et seq. Your Qualifications Package will be reviewed by DCS staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a 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 Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each firm agrees that DCS may reveal any trade secret materials contained in such response to all DCS staff and DCS officials involved in the selection process and to any outside consultant or other third parties who serve on my Selection Committee or who are hired by DCS to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless DCS and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.



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Clarification of Submittal

DCS reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations

DCS expects to select one firm but reserves the right to request substitutions of sub-consultants. DCS reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of DCS. DCS reserves the right to waive technicalities and informalities. DCS reserves the right to proceed with construction at a time and on a schedule that is in the best interests of DCS, as well as the right to choose not to proceed with the construction of the project.

A response to this RFQ should not be construed as a contract nor indicate a commitment of any kind. The RFQ does not commit DCS to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, the obligation to negotiate, nor any other obligation shall be created on the part of DCS unless DCS and your firm execute a contract.

Please direct all questions and requests for information in writing via email to Carol Stuart no later than 5:00 p.m. EST, April 24, 2024 at stuartc@davie.k12.nc.us.

Davie County Schools appreciates your interest in providing professional services for our projects.

Sincerely,

Jeff Wallace
Superintendent