



ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS

Request for Qualifications #: 2025-001

Architectural/Engineering Services for ECPPS Early Childhood Center

Date of Issue: Tuesday, September 17, 2024

Opening Date: Tuesday, October 1, 2024 at 3:00PM EST

Direct all inquiries concerning this RFQ to:

Candy W. Tilley, Assistant Superintendent of Finance

Email: ctilley@ecpps.k12.nc.us

Introduction

Elizabeth City-Pasquotank Board of Education (hereafter “the District” and ECPPS) seeks the services of a qualified architectural/engineering firm licensed in North Carolina, for the purpose of entering into a contract to perform professional engineering services which will include a study of planning and designing the renovation of one wing in a K-5 elementary school to be compliant with NC Pre-Kindergarten requirements. The site to be renovated is located at the former Pasquotank Elementary School, 1407 Peartree Road, Elizabeth City, NC 27909.

ECPPS is located in northeastern North Carolina along the Pasquotank River. ECPPS has twelve schools and a student population averaging 4,600 students. ECPPS has approximately 750 staff members.

Scope of Work

The scope of services will include, but not be limited to, the following:

- Evaluate 12 existing classrooms.
- Determine and design classrooms that will be compliant with the NC Pre-Kindergarten requirements for a facility including, but not limited to, Early Childhood Environment Ratings Scales (ECERS) and The Americans with Disabilities Act (ADA).
- Work with the maintenance director and NC Pre-K coordinator to determine specifications.
- Prepare a preliminary design and construction budget, taking into consideration all construction phases required to execute the approved plan, for review and approval by the Board of Education.
- Once approved, the scope of services would include, but are not limited to, planning, design, design management, preparation of bid documents (plans and specifications), assist in bid evaluation, project management, construction management, construction administration and construction inspections.

Submission Instructions

Sealed proposals should be mailed or hand delivered to 1200 Halstead Blvd., Elizabeth City, NC 27909, Attention: Candy Tilley, Assistant Superintendent of Finance by **3:00PM, EST on Tuesday, October 1, 2024**. Envelopes containing proposals should be clearly identified on the front with the words **“Response to RFQ #2025-001 Architectural/Engineering Services FOR ECPPS Early Childhood Center”** and include one (1) original and three (3) copies of the proposal with section 1 detailing qualifications separate from section 2 detailing cost proposal. Each section should be individually sealed and clearly marked.

Bids submitted via electronic means including, but not limited to email, telegraph, fax machine, and telephone, in response to this RFQ will not be acceptable.

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 services as provided within the RFQ. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion, 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. Furthermore, by executing this proposal, the undersigned certifies

to the best of 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. By execution of this response to the RFQ, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any gift has been offered, accepted, or promised by any employees of your organization.

Selection Process

Design services will be procured through a qualification-based selection process, without regard to fee, in accordance with ECPPS policy 9110.

ECPPS will review all submitted qualification packages that comply with the requirements contained within this RFQ. Proposals will be evaluated based on the following criteria:

1. Training and experience of the service provider, especially in school-related projects; qualifications of the principal(s) and key personnel that will be assigned to perform the work.
2. Planning ability and promptness; firm's demonstrated ability to meet schedules as indicated in the proposed timeline.
3. Experience in specification writing, including reputation for accuracy and sufficiency of detail. List of other consultants that would be responsible for contracted portions of the design, or bidding, including their past experience with and demonstrated knowledge with similar projects.
4. Experience in the construction of PreK-12 buildings; knowledge and demonstrated experience with similar projects. The firm's understanding of the project objectives.
5. Reputation for quality of design and construction in appearance and utility;
6. History of thorough inspections and follow-through with jobs; firm's ability to provide a single point of contact.
7. Timely completion of projects within the established budgets; the firm's ability to provide a turnkey, comprehensive solution.
8. Relationships with contractors and designers.
9. Knowledge of federal, state and local requirements.

Vendor Presentations

The evaluation committee will evaluate proposals and may select one or more vendors deemed to be fully qualified, responsible and suitable to perform the services on the basis of the response to the RFQ. Based on the evaluation, ECPPS may select one or more firm(s) to interview which may be conducted virtually.

Reciprocal Preference

A North Carolina resident firm will be granted a preference over a nonresident firm if that home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. Nonresident firms are required to disclose and describe any construction contract preferences granted by the firm's home state.

Fees

Upon completion of the evaluation process, ECPPS will identify and name a firm and alternate firm, upon which time negotiations for a service fee may begin. If a fair and reasonable fee cannot be agreed upon, the board or superintendent will select the next best qualified (alternate) firm and negotiate fees.

Failure to execute/sign the proposal prior to submission shall render the proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: _____ days.