

**REQUEST FOR QUALIFICATIONS  
DESIGNER SELECTION  
EIGHT SCHOOL RENOVATIONS  
ALAMANCE-BURLINGTON SCHOOL SYSTEM BOARD OF EDUCATION**

Alamance Burlington School System (ABSS) seeks to select firm(s) for renovations at eight existing facilities. The firm(s) will provide architectural/engineering services for eight school renovations as listed in the project information section below. An individual designer may be selected for a single or multiple projects.

The firm(s) will provide a cost estimate for construction, contingency and costs to for renovations as described in the project information section below. The selected firm(s) will also provide bidding and contract administration services. The firm(s) of record shall be present at all meetings that involve progress or changes to construction. The firm(s) shall provide periodic updates to the ABSS Board of Education on an as needed basis or upon request.

Areas of expertise should include architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and sustainable design. Services provided by the firm(s) may include feasibility studies, programming schematic design, design development, construction document development, bid phase assistance and construction administration as well as 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:

- Use of local subcontractors;
- Extensive experience with similar projects, including the design 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 firm's design production office.

## **SUBMITTAL REQUIREMENTS**

If your firm would like to be considered for providing the required service for ABSS, please submit four (4) bound copies and one (1) electronic copy of your Qualifications Package to:

Alamance Burlington School System  
Dr. Todd Thorpe  
1712 Vaughn Rd.  
Burlington, NC 27217

Qualifications packages may also be delivered in person to the Alamance Burlington School System Administrative Offices at 1712 Vaughn Rd., Burlington, NC 27217.

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by **5:00 pm on January 7, 2019**. No Qualifications Packages will be accepted after this deadline. Firms accept all risks of late delivery of Qualifications Packages regardless of fault. **\*\*Please Note:** The ABSS Administrative Office will be closed November 21-23, 2018 and December 21, 2018-January 4, 2019 for holiday breaks.

Each firm is solely responsible for the cost of preparing and submitting its Qualifications Package. The Qualifications Package should consist of a cover letter and three tabbed sections as 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. **\*\*Please Note:** If there is a specific project(s), your firm does not wish to be considered for, please notate the project(s) on the cover sheet with a relevant heading to be sure RFQ is not considered incomplete.

### **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 ABSS, office location, type of business (sole proprietorship, partnership, corporation), and the name and title of the person authorized to enter into an agreement.
2. Identify the location of the firm that will produce the design of this project.
3. Identify the location of the firm that will provide construction administration of 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.
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 firm's experience designing K-12 schools.
7. Provide information describing the firm's experience involving the community in the design process.
8. Provide three client references: Name, title, organization, email address, and phone number.
9. 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.
2. Describe the firm's ability to support the project team in the following area:
  - In-house specialty resources such as Interior Design, Engineering, Environmental Planning, Security Design, etc.
3. Selection of Engineers: please list the engineers that you use to design your projects.
  - Civil/Environmental/Sanitary
  - Electrical
  - Mechanical
  - Plumbing
  - Structural

## **TAB THREE: INFORMATION REGARDING PRIOR EXPERIENCE**

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

1. Provide information regarding contracts performed in the past five (5) years by your firm for projects that were similar in size or type to these projects. Provide detailed information including, but not limited to:
  - Project title and description
  - Location of project
  - Cost of the project
  - Issues that occurred during the project
  - Final outcome of the project

## **PROJECT INFORMATION**

The preliminary scopes that the designers will be refining are as follows:

**Cummings High School:** Renovate/upgrade existing buildings. Auditorium lobby addition.  
Purchase specialty equipment for Fine Arts Programs.

**Eastern High School:** Renovate/upgrade existing buildings. Expand Dining/cafeteria area. Add 4 classrooms, 1 resource room and 2 Exceptional Children Classrooms.

**Graham High School:** Renovate/upgrade current buildings. Purchase equipment for specialized trades programs.

**Southern High School:** Demolish 2 buildings and construct 2-story 16 classroom building with restrooms to replace demolished buildings. Add 6 classrooms, 3 resource rooms, 5 science labs. Expand dining/cafeteria area.

**Western High School:** Expand Dining/Cafeteria Area. Add 4 classrooms, 2 resource rooms, 2 Exceptional Children Classrooms, 1 Career Technical Education Lab. Renovations/upgrades to existing buildings. Restrooms.

**Williams High School:** Renovations/upgrades to existing building/auditorium.

**South Mebane Elementary School:** Addition of 16 classrooms. New kitchen, renovate existing kitchen for dining expansion. Renovations/upgrades to existing building.

**Pleasant Grove Elementary School:** Renovations/Upgrades to existing building.

## **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 ABSS staff member, school official, county staff or county official. Any attempt to do so may result in disqualification of the firm's submittal for consideration.**

### Public Records

Upon receipt by ABSS, your Qualifications Package becomes the property of ABSS and is considered a public record. Your Qualifications Package will be reviewed by ABSS staff and members of the general public who submit public record requests.

In submitting a Qualifications Package, each firm agrees that ABSS may reveal any trade secret materials contained in such response to all ABSS staff and ABSS officials involved in the selection process and to any outside consultant or other third parties who serve on any Selection Committee or who are hired by ABSS to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless ABSS 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.

### Clarification of Submittal

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

## Conditions and Reservations

ABSS has no expectation of the number of firms selected, but reserves the right to request substitutions of sub-consultants. ABSS 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 ABSS. ABSS reserves the right to waive technicalities and informalities. ABSS reserves the right to proceed with construction at a time and on a schedule that is in the best interest of ABSS, as well as the right to choose not to proceed with 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 ABSS 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 laws of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of ABSS unless ABSS and your firm execute a contract.

Please submit an email to [abss\\_bond@abss.k12.nc.us](mailto:abss_bond@abss.k12.nc.us) noting intent to submit qualifications to receive updates and question responses. Please direct all questions and requests for information in writing via email no later than 5:00 pm, EST, November 27, 2018 at [abss\\_bond@abss.k12.nc.us](mailto:abss_bond@abss.k12.nc.us) All questions received will be answered no later than Friday, November 30, 2018.

Alamance Burlington School System appreciates your interest in providing professional services for our projects.

Sincerely,

Dr. Todd Thorpe  
Assistant Superintendent for  
Operations