

GRAHAM COUNTY SCHOOLS
ROBBINSVILLE, NORTH CAROLINA



October 16, 2023

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL AND ENGINEERING SERVICES**

I. Project

Graham County Schools Football Stadium Design of Home Side Permanent Seating

II. Goal

Graham County Schools requests responses from licensed professional design firms interested in being considered to provide architectural and engineering services (A/E Services) related to the design and construction of the proposed permanent seating on the home side of the football stadium. The purpose for the solicitation is to secure responses from A/E Services Providers who have prior experience in planning, designing, engineering and construction oversight of facilities similar in scope and scale.

Graham County Schools is looking to develop a collaborative team and approach to manage all phases of the project. The team should harness the innovation and talents of all project team members, to eliminate waste and optimize outcomes and efficiency. Graham County Schools is looking for a fully integrated and collaborative project team between the Architect, Engineers, the school, Graham County and the contractors. The A/E Services Provider shall be responsible for the performance and coordination of work related to the team members under the contract for A/E Services for the project. These subconsultants may include but not be limited to:

- Architectural Design Services
- Civil Engineering Services
- Structural Engineering Services
- Construction Administration and Bidding Services

It is Graham County Schools' desire that the A/E Services Provider's team consider how best to utilize available funding in the permanent seating types of construction for this project. The A/E Services Provider will need to integrate the impacts on staff and other operational resources into the plan to maximize not just the construction dollars, but also the operating and maintenance costs that will follow.

III. Project Summary

- A. Graham County Schools, otherwise known as the (“Owner”), is seeking qualifications from A/E Services Providers for the design and construction of permanent seating on the home side of the football stadium. The project site is located at 56 Moose Branch Road, Robbinsville, NC 28771. Project information link: [GCS Home \(graham.k12.nc.us\)](http://GCS Home (graham.k12.nc.us))
- B. The A/E Services Provider will be responsible for working with the Owner’s representative to develop plans and specifications for the project. In addition, the A/E Services Provider will be expected to contribute and attend public presentations and to provide information for the Graham County Schools website updating the project throughout design and construction for the benefit of the public.
- C. The selected A/E Services Provider’s assigned project staff must be experienced in all phases of the planning, design, and construction of similar public facilities; have extensive knowledge of the regulations governing the design, construction, and operation of such facilities in the State of North Carolina; and have a proven capability to produce a facility effectively and efficiently consistent with and meeting the needs and goals outlined by the Owner.
- D. The A/E Services Provider under consideration shall specifically address the services required and provide the Owner with a well-considered response for those services. The Owner is looking for a “turnkey” approach, where the A/E Services Provider will provide the following services (not listed in order of preference):
 - A conceptual plan for the facility, incorporating ADA requirements with the latest thinking concerning stadium seating design.
 - Refine existing design looking for efficiency and cost savings.
 - Schematic Design.
 - Cost estimating insuring design meets budget.
 - Life Cycle cost analyses.
 - Design Development.
 - Preparation of Construction Documents.
 - Bidding phase assistance, attending pre-bid conference and bid opening, including review and certification of the bids.
 - Construction administration and periodic inspection.
 - Project close-out and warranty assistance; and
 - Other services customarily furnished by an Architect and its consultants on similar projects.

IV. Selection Process & Submission

A. Process

The A/E Services Provider will be selected by a committee in a fair and uniform manner based in part on appropriate qualifications, experience for this type of project and current workload. The Selection Committee will be comprised of Owner and Graham County staff and other representatives that may or may not be directly associated with the project.

Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify a "short list" of those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions may then be scheduled with the "short-listed" firms to allow the Selection Committee to further evaluate each firm's qualifications and proposal.

Firms that make the "shortlist" will be expected to make a short presentation to the Selection Committee that conveys their qualifications for this Project and be available for questions. After interviews, the Selection Committee will make its selection and provide written recommendations to the Graham County Schools Superintendent. The contract will be with the lead design firm.

Following approval of the selected A/E design services firm, contract terms, conditions and fees will be negotiated with the selected firm based on demonstrated competence, qualifications, and evaluation criteria for the type of professional services required. In the event contract negotiations prove unsuccessful, the Selection Committee will select the next ranked firm with which to begin contract negotiations.

After contract negotiations are completed, The Graham County School Board of Education will be presented the contract for approval and release for design work to commence.

B Timeline

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published and Distributed:	10.16.2023
Deadline for Respondent Questions:	10.24.2023
Proposal Submission Deadline:	10.27.2023
Selection Committee meeting to determine short list:	11.01.2023
Selection Committee presentation/interviews sessions*:	TBD
Firm Selection / Firm Selection Notification:	11.02.2023
Substantial Completion	August 2024

**To be determined.*

C Submission of Proposal Packages

Hard copies of the proposal shall be submitted on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections and an electronic copy submitted by email. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents, Tab pages and photographs are excluded from these totals).

Submission of a complete response to each of the Evaluation Criteria is required.

Seven (7) complete hard packages (including a digital copy) must be received at the following address by 3:00 pm on Friday, October 27, 2023.

Graham County Schools Superintendent
Attention: Mrs. Angie Knight
Graham County Schools Central Office
52 Moose Branch Road
Robbinsville, North Carolina 28771

Email Address: aknight@graham.k12.nc.us

Comments: Proposals received after this date and time will be deemed non-responsive and will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

V. Evaluation Criteria

The following criteria will be the basis on which firms will be selected for further consideration. The A/E firms with the most points will be selected for interview. The Committee may interview up to four (4) A/E firms that receive the most points. The maximum number of points for each of the selection criteria is listed below. To ensure the Committee evaluates each of your responses appropriately, please submit the information numbered and ordered as follows:

- 1. Specialized, appropriate expertise for this type of project. (15 Points Max.)**
 - a. For your last three (3) stadium or other similar featured projects, provide the following:
 - Name of Project
 - Client Contact
 - New Construction or Renovation
 - Owner's Total Initial Budget
 - Total Project Cost
 - Number of Change Orders
 - Total Cost of Change Orders
 - Date of Bid
 - Scheduled Completion Date
 - Actual Completion Date

2. Organizational chart and project team expertise. (10 Points Max.)

- a. Identify all firms proposed for the design team, including the organizational and contractual relationship between the lead principal firm and associate firms.
- b. Provide resumes of all personnel who will be assigned to the project. Provide specific information as to their experience on projects similar to this one.
- c. List professional consultants outside your firm you propose to provide services not available in your firm. Provide information documenting their work on similar projects
- d. What processes and/or procedures do you use to assist in utilizing Design/Consultant HUB participation?

3. Current workload of firm's personnel. (15 Points Max.)

- a. Provide a list of all projects your firm currently has in progress and the status of each, noting those projects with team members identified for this project.
- b. Identify our primary point of contact with your firm and describe the percentage workload commitment of assigned staff that the Owner can expect on these projects.
- c. Are you able to adjust your workload enabling highlighted team members to work on the project? () Yes () No
- d. The team submitted will be available for all design and construction phases () Yes () No

4. Proposed design approach and innovative design solutions for projects of this type. (10 Points Max.)

- a. Describe your process for utilizing initial existing data and developing the project schematic design recommendation for approval.
- b. Describe in detail the process you will follow from schematic approval through approval of the final design.
- c. Describe your team's approach to maintenance considerations in the design process.
- d. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA) and provide examples.
- e. Describe your approach to project design that will ensure the functional, aesthetic, quality and budget requirements are satisfactorily addressed.

5. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules. (10 Points Max.)

- a. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents.
- b. Planning and design phase schedule - Explain and provide examples of management tools, techniques, and procedures your team uses to stay on schedule.
- c. Using projects from item 1 above, explain how your team will control costs to assure the project budget is not exceeded.

6. Contract Form, Conceptual Schedule, and Prior Work Record. (10 Points Max.)

- a. Are you familiar with the AIA Contract additions and amendments to the Standard Form Agreement between Owner and Architect?
Do you agree to provide the architectural services as described in the AIA contract as amended? Yes () No ()
- b. If No, list and describe those concerns you have with the contract.
- c. Do you have any concerns regarding the initial Conceptual Schedule? Yes () No ()
- d. If yes, list and describe those concerns you have with the Conceptual Schedule.
- e. In the past 10 years have you had projects with Legal or Technical issues? Yes () No ()
- f. If yes, please list all items and describe those issues.

7. Construction Administration - Illustrate your approach and provide examples (10 Points Max.)

- a. Explain how your team manages the process of reviewing subcontractor submittals, substitutions, clarification requests, issuance of bulletin drawings.
- b. Describe your role in review of job site plan discrepancies, contractor's cost proposals, and change orders.
- c. Describe your process for payment requests, final inspections and assembly of the project close-out documents.
- d. Describe in detail and give examples of the steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.

8. Familiarity with the State Building Codes and Regulations. (10 Points Max.)

- a. List similar projects in the state of North Carolina.

9. Compliance with Proposal format requirements. (5 Points Max.)

10. Other factors that may be appropriate for the project. (5 Points Max.)

- a. Other relevant information which the design consultants believe demonstrates their qualifications for the project such as exceptional design features for stadiums/stadium seating designed by your firm.
- b. Explain why you believe your team is the most qualified firm to provide the requested services for this project.

VI. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Graham County Schools when received.

- C. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be submitted by email and directed to: Robert Moody, Graham County Schools. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms. The deadline for all inquiries is 4 PM on October 24, 2023.
- D. Graham County Schools has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The Owner reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.

VII. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this Request for Qualifications will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the architectural/engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the Owner will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.