



Request for Qualifications # 260-11102023-ARCH
Architectural Services

Project Description

WS/FCS is requesting qualifications from Architectural firms interested in providing design services for bond projects and miscellaneous projects in the WS/FCS School District that would be initiated within the next thirty-six months. The selected designer(s) may be retained through full design and construction at WS/FCS's option. Submitted Qualifications will be held and used to select professional firms for any new projects that may arise. WSFCS is seeking firms whose combination of experience and personnel will provide timely, cost effective and quality professional services to the school system. The selected firms will be providing complete design services including civil, mechanical, electrical, fire protection, kitchen design and other services as needed to complete the work. Construction administration will be included in the scope of work for the selected firm

Critical Selection Factors

Interested firms can participate in the process by submitting a current SF 254 form and addressing the following in a written proposal. Please note that only one copy of the proposal is requested, and the length should be limited to 20 pages total (exclusive of the SF 254). Firms are requested to assure receipt of proposals at address listed below by **2pm November 21, 2023**. Please include in proposal the following information:

- Similar project experience
- List experience with WSFCS projects
- Firm's recent track record for on-time project completion and budget adherence in the last three years
- Experience in designing projects to be part of an existing K-12 campus
- Number of years firm has been in business designing K-12 schools
- Ability to complete the design and approval process in an expedited manner under an extremely tight timeframe
- Members of the project team; include consultants, their qualifications, and examples of previous collaborations
- Expertise in construction administration
- Describe firm's construction monitoring and inspection processes and procedures, dispute / claim resolution, project closeout, and change orders
- Customer service mission statement. Examples of repeated business, response to the owner regarding warranty items, and long-term problems
- Firm's location and distance from City Hall, Winston-Salem
- Hourly rates for design services
- Is the firm MWBE Certified in North Carolina

I. FORMAT OF SUBMITTAL AND SCORING INFORMATION:

The criteria outlined below serves as a basis for the qualifications and will be used to determine a list of firms for consideration. A committee of Operations and Administrative staff will review the qualifications and select firms. The committee will rank the firms for the respective projects and contract negotiations will begin based on those rankings.

Submittals are limited to 8 ½"x11" paper, twenty (20) pages one-sided (10 pages front and back), including Table of Contents, excluding front and back covers.

A. Opening page (5 points)

Briefly introduce your firm and express your interest in the project.

B. Past experience in K-12 Public School design and other design (40 points)

List projects (max. 8) underway or completed for a K-12 public school system.

For each project, please provide the following:

- a. Name and address of project
- b. Name of school system
- c. Brief description of project (10 words or less)
- d. Size of project (square footage)
- e. Design duration
- f. Construction duration
- g. Date completed or anticipated completion
- h. Construction contract amount
- i. Scope of services provided (15 words or less)
- j. Original design contract amount and final contract amount

C. Proposed staff (20 points)

Provide a list of your firm's proposed staff that will be involved on this project. Do not include individuals that will not be actively engaged with the owner, or the project, on a regular basis. In addition, provide a brief resume of the related experience of these staff members and indicate their role in the process.

D. Design and Document Development Summary (10 points)

On not more than two (2) pages, briefly describe your firms' general process and approach to programming, design, and construction for a project from the time an agreement is reached until project completion.

E. References (5 points)

Please provide five (5) references. Include firm name, contact person, phone number, and email address. A minimum of one each must be provided from the following:

- Public K-12 school system, not in Winston-Salem/Forsyth County
- General contractor

The other three references can be at your discretion

F. Hourly Rates (10 points)

Please provide hourly rates to any employee that would be involved in the design process ranging from design to billing.

G. MWBE (10 points)

Enclose a cover letter describing the firm (including business status as defined by [N.C.G.S. § 143-128.2\(g\)\(2\)](#) for MWBE and/or [N.C.G.S. § 168-1](#) or [N.C.G.S. § 168A-3](#) for disabled) and its interest and commitment to perform services for the Winston-Salem/Forsyth County Schools. The person authorized by the firm to negotiate a contract shall sign the cover letter. Please also include the name, phone number and email address of the person with whom WS/FCS should communicate during the proposal and interview process. (No more than one page)

II. List of Potential Projects to Design:

- Bolton Elementary Kitchen Renovation
- 475 Administration Building HVAC
- Mount Tabor High Track
- Parkland High Electrical Service in Kitchen
- Parkland High Kitchen Upgrade
- Parkland High Restroom Renovation
- Jefferson Middle Restroom Renovation
- Hall-Woodard Elementary Restroom Renovation
- Future 2024-2026 Board of Education Approved Bond Projects
- Future Projects not considered emergencies and not planned but board approved

NOTES:

Winston-Salem/Forsyth County Schools reserves the right to:

1. Request current audited financial information from any firm submitting qualifications for this project. Submittal of qualification package acknowledges agreement to this request.
2. Reject any or all proposals.
3. Award “some, none, or all” of the projects.

All questions or requests for clarification must be submitted no later than 3:00 pm on November 16, 2023. Any clarification memos or addendum to this RFQ will be posted on the Winston Salem / Forsyth County Schools website, www.wsfcs.k12.nc.us

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