

***Cartersville School System
P.O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120***

**Request for Qualifications
Architectural Services for a
Five Year Facilities Plan to
include a new Elementary
School, additions, and
modifications to other
school buildings**

***Issue Date: November 4, 2019
Submission Deadline: 2:00 p.m. December 2, 2019***

RFQ # 9000-1104-126

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1. Overview of the Requirement

- 1) The Cartersville School System (“The District”) is preparing to revise its five-year facilities plan for the Georgia Department of Education and will be receiving written qualifications from Architectural Design firms. The district is planning the next SPLOST vote for May 2020.
- 2) In addition to the Georgia DOE Facilities Plan for school buildings and instructional spaces, a plan is needed for expansion of the high school cafeteria, new classroom space, expansion of the current elementary school and a new elementary school.
- 3) With the input of District personnel, produce and submit a five year plan for facilities renovation, modernization, and replacement that is accordance with the requirements of the Georgia DOE Facilities group and O.C.G.A. 20-2-260.
- 4) This RFQ is intended to gain responses from qualified Architectural Design firms who have extensive experience with providing services to the public school systems in the State of Georgia.
- 5) The Cartersville School System is a public school district of four (4) school facilities, plus a separate Pre-K facility, providing service for over 4,700 students (and continuing to grow) located in northwest Georgia along the I-75 corridor. The District was established in 1890.
- 6) The Services sought will be to inspect all facilities, determine the most necessary renovations, modernizations, and possible building replacements to be performed over the next five year period. A five year facilities plan will then be prepared in accordance with the State of Georgia facilities plan requirements with the goal of obtaining funding for said projects based on established needs.

2. Request for Qualifications

2.1 Inquiries

All inquiries related to the RFQ are to be directed, in writing, to Richard Dyke, Chief Financial Officer, at the email rdyke@cartersvilleschools.org. Information obtained from any other source is not official and should not be relied upon.

2.2 Closing Date

Five (5) complete hard copies must be received **by 2:00 p.m. Eastern Time on December 2, 2019** at the address on the front cover of this RFQ. Responses must **not** be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and include the RFQ #9000-1101-126. The proposals will be opened publicly at this time but only the name of the company submitting will be read.

2.3 Late Responses

Late responses will not be accepted.

2.4 Qualifications Review Committee

The review committee will be comprised of:
Chief Human Resources and Leadership Officer
Chief Financial Officer
Director of Facilities
Board Member from the Building and Grounds Committee

2.5 Review and Selection

The qualifications review committee will check responses against the mandatory criteria that are included in Section 5. Only responses meeting all mandatory criteria will be considered for review. After written responses are reviewed, a presentation will be done on **December 6th** by the top selected firms to the committee. The selected firms will be called on **December 3rd** to schedule the times. The review committee will make a recommendation to the Superintendent based on the Evaluation Criteria listed in Section 5 of this RFQ. The Superintendent will make the recommendation to the Board on December 9, 2019. The selected architectural firm will enter into an agreement with the District using AIA B-101 2007.

2.6 Signed Responses

Written responses shall be on company letterhead (first page only) and include firm name, principal (owner), phone numbers, fax numbers, and mailing address, with RFQ #9000-1104-126, dated and signed by principal or authorized designee. Oral, fax or email responses will be rejected.

2.7 Acceptance of Responses

The owner reserves the right to reject any or all submittals, to waive insubstantial or immaterial informalities, and to select those firms that in the owner's judgement, best serves the interest of the District.

3. Submission Requirements

- 1) List names of all officers. (Attach Separate Sheet).
- 2) Does your firm provide in-house engineering services (Civil, Structural, Mechanical, and Electrical)? If not please list the firm names, addresses, telephone numbers and contact persons for the proposed consultants for civil, structural, mechanical and electrical engineering design for these projects. List all projects completed with these consultants over the last five (5) years. Identify which consulting firm worked with your firm on each project. (Attach Separate Sheet).
- 3) Has your firm ever defaulted on a contract or failed to complete any work awarded? If yes, explain. (Attach Separate Sheet)
- 4) Describe any occurrences of the firm or individuals within the firm involved in litigation, arbitration or mediation in the past five (5) years with an Owner. Include those initiated by Owner against firm and by firm against Owner.(Attach Separate Sheet)
- 5) Please provide at least (7) references from K-12 school clients (in Georgia) for projects either completed or underway for a period of the last five (5) years. Provide the following information for each client: (Attach Separate Sheet)
 1. School District
 2. Contact name and position
 3. Telephone number and email address
- 6) Please provide a brief resume of the educational training and experience with particular attention to the design and construction of educational facilities, of each member of your firm that you anticipate would be working on the project. (Attach Separate Sheet)
- 7) Please provide information on projects completed in the last five years that had a building construction cost more than \$15,000,000 and were for new construction of an elementary school

- building. Include square footage, number of instructional units, completion date and total cost of construction. (Attach Separate Sheet)
- 8) Please provide information on projects completed in the last five (5) years that had a building cost of more than \$3,000,000 and were for additions/modifications of a K-12 school building. (Attach Separate Sheet)
 - 9) Please describe how your firm inspects the work on a project to insure quality workmanship and conformity to the contract documents. Also, describe how the work of design consultants is inspected to insure quality workmanship and conformity to the contract documents. (Attach Separate Sheet)
 - 10) What process and/or procedure do you use to keep the owner informed as to the status of the project? (Attach Separate Sheet)
 - 11) Please provide specific information about your firm's fees and fee structure for each project listed in requests # 7 and # 8. Explain how the fee structure would be different for the Cartersville School System. (Attach Separate Sheet)
 - 12) List all school districts in the State of Georgia, which you assisted in producing a five-year facilities plan and the projects and dollar amounts resulting from these plans. (Attach Separate Sheet)
 - 13) Why should the Cartersville School System select your firm for this project? (Attach Separate Sheet)

4. **Services**

The firm that is awarded the bid will be responsible for:

- 1) Inspection of all school, athletic, support, and administrative facilities.
- 2) Producing a list of recommended renovations, modernizations, or replacements of structures throughout the District. The focus of the list is to provide facilities which are structurally sound and well maintained and which have adequate space and equipment to meet each student's instructional needs.
- 3) Conduct meetings with owners to determine prioritization of projects.
- 4) With the input of District personnel, produce and submit a five year plan for facilities renovation, modernization, and replacement that is in accordance with the requirements of the Georgia DOE Facilities group and O.C.G.A 20-2-260.
- 5) With the input of District personnel, produce a plan for renovation, modernization, and replacement of facilities that are outside the purview of the Georgia DOE Capital Outlay program. Emphasis of this list will be placed on a new Elementary School and additions and modifications to the other school buildings.

5. **Evaluation Criteria**

The review committee will assess the respondents based on the following criteria:

- 1) Qualifications and experience of architects, engineers, and staff performing the work.
- 2) Years of design and building experience with Public School districts.
- 3) Experience in preparing five year facilities plans for Georgia Public School districts.
- 4) Proven capacity to deliver the project requirements on time and on budget.
- 5) Acceptable reports from references and clients of the firm.
- 6) Acceptable history of limited litigation involving the firm with its clients, vendors, subcontractors, or other entities.
- 7) Compatibility with the vision, mission, beliefs, and strategic plan of the Cartersville School System.
- 8) Fee proposal that best fits the needs of the District

6. **Conflict of Interest**

The respondent should disclose any potential conflicts of interest in writing. The review committee will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.