

# REQUEST FOR QUALIFICATIONS

## Architectural/Engineering Services

**Description of Projects:** Bedford County Public Schools, Bedford, VA, is soliciting proposals for Architectural/Engineering Services. The building projects will include the following:

- The construction of a new 700 student middle school. Middle school to be located on a vacant parcel adjacent to the existing Liberty High School.
- The construction of a new high school competition gymnasium. Gymnasium to be located on the Liberty High School campus.

Applicants should have experience in educational design and be familiar with all pertinent codes and regulations. Bedford County Public Schools is seeking creative and economical design solutions that incorporate energy-efficient features. The architecture of the buildings should be in keeping with the traditions of Bedford County, i.e., conservative, non-monumental aesthetics. The School Division is open to the concept of using a prototype/site adaptation design for the middle school.

Bedford County Public Schools may select a single firm for both projects, or may choose to select a separate architect for each project. The architect(s) will be employed by Bedford County Public Schools, Bedford, VA, and will work in conjunction with the Construction Manager. The School Division has contracted with M. B. Kahn Construction Co., Inc. as Construction Manager for both projects.

The School Division is the official entity that will make decisions as to the selection of architect(s). For the purpose of this Request For Qualifications (RFQ), the School Division is both owner and user of the subject buildings.

Each response is to provide information which will allow evaluation of the following:

- A. Past performance;
- B. Qualifications of professional personnel proposed for the project;
- C. Demonstrated ability to meet time and budget requirements.
- D. Location and size of firm, now and 5 years ago;
- E. Recent, current and projected work loads of the firm;
- F. Creativity and insight related to the project;
- G. Related experience on similar projects.

An Architect/Engineer Questionnaire is attached and must be completed and returned with all proposals.

A short list will be developed for interviews. Notification in writing of those firms selected for interviews will be provided to all those responding to the request for proposal.

**A-1. Purpose:** The RFQ provides interested architectural firms with information to enable them to prepare and submit proposals for consideration by the School Division for providing design

services for the building program.

**A-2. Issuing Office:** This RFQ is issued by Bedford County Public Schools; Room Five, 310 South Bridge Street, Bedford, VA 24523.

Questions regarding the RFQ should be addressed to the Construction Manager at the above address, Attn: Tony Wilson. Phone (803) 736-2950 or FAX (803) 736-9501 or emailed to: twilson@mbkahn.com.

**A-3. Type of Contract:** A contract will be negotiated with the most qualified firm(s) at a compensation which is stable, fair and reasonable to the School Division. If a satisfactory contract cannot be negotiated with any of the ranked firm(s), this RFQ shall be considered terminated.

**A-4. Proposals:** The School Division reserves the right to select the firm(s) which it deems to offer the best overall proposal taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project; (c) location and size; (d) recent, current and projected work loads of the firm; and (e) related experience on similar projects. The Architect/Engineer Questionnaire must be completed and returned. Based on these evaluations, the selection committee shall identify firms for interview, which in its judgment, are the most qualified. These firms will constitute the short list. Interviews with the selection committee will be held at a date, time and place to be determined. This RFQ is made for information and planning purposes only. The School Division does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. The School Division will be the judge as to whether a proposal has or has not met the requirements of this RFQ.

**A-5. Incurring Costs:** The School Division is not liable for any cost incurred by firms responding to this proposal.

**A-6. Response Date:** To be considered, proposals must arrive at the **Issuing Office** on or before 1:00 PM, Wednesday August 5, 2015. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Firms should provide ten (10) copies and one (1) electronic copy. Short-listed firms may be asked to provide additional copies. Facsimile submissions are **not** permissible.

**A-7. Acceptance of Proposal Content:** The contents of the proposal of the successful firm(s) may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in cancellation of the award.

**A-8. Economy of Preparation:** Proposals should be prepared simply and economically, providing a straight forward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

**A-9. Firm Responsibilities:** The selected firm(s) will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Firm(s) shall be responsible to adhere to all federal, state and local laws, regulations and ordinances, etc., and if the request for proposal results in a contract award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

**A-10. Presentation Schedule:** To be determined.

## ARCHITECT/ENGINEER QUESTIONNAIRE

*Please complete and return with your response to the RFQ. This Questionnaire may be retyped to allow sufficient response space.*

1. Firm:

---

2. Is this a joint venture? If yes, why?

---

---

3. Legal Address:

---

---

---

4. Contact Person:

---

5. Telephone & FAX Number:

---

---

6. Firm Principals:

---

---

---

7. Other Key Personnel:

---

---

---

---

---

8. What has been your annual construction cost volume during the last 5 years?

<u>Year</u>	<u>Volume</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Designate the number of all in-house personnel by category:

	<u>Registered</u>	<u>Non-Registered</u>
Architects:	_____	_____
Engineers:	_____	_____
Civil	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
Other Disciplines	_____	_____
Planners	_____	_____
Draftsmen	_____	_____
Interior Design	_____	_____
Computer Science	_____	_____
Other	_____	_____
TOTAL	_____	_____

10. Are your engineering consultants in-house?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Outside associates/consultants proposed for this project:

<u>Category of Work</u>	<u>Firm Name, Address &amp; Telephone</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. List five (5) of your firms projects that are similar to the proposed projects in this RFQ.

Project:	_____
Budget:	_____
Owner:	_____
Location:	_____
Telephone	_____
:	_____
Contact:	_____
	_____

:	Project:	_____
	Budget:	_____
	Owner:	_____
	Location:	_____
	Telephone	_____
	Contact:	_____
:	Project:	_____
	Budget:	_____
	Owner:	_____
	Location:	_____
	Telephone	_____
	Contact:	_____
:	Project:	_____
	Budget:	_____
	Owner:	_____
	Location:	_____
	Telephone	_____
	Contact:	_____
:	Project:	_____
	Budget:	_____
	Owner:	_____
	Location:	_____
	Telephone	_____
	Contact:	_____

13. Identify experience of your firm in working with a Construction Manager on similar projects.

---

---

---

---

---

---

14. Professional personnel proposed for job:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Provide your firm's philosophy of educational design.

---

---

---

---

---

16. Other comments or features concerning your firm that differentiates it from other firms proposing on this project.

---

---

---

---

---

---

---

---