

Request for Qualifications (RFQ)

Description: **Culinary Arts – Architectural & Engineering Services**

Solicitation No: **124-96-4-25**

Issue Date: **April 8th, 2024**

Bids Due by: **April 25th, 2024 at 4:00 PM EDT**

Must Be Signed to be Valid

Authorized Signature		Printed Name/Title		Date	
Company Name				State Vendor No. (If Known)	
Mailing Address				Social Security or Federal Tax No.	
City		State		Zip	
Phone Number		Fax Number		Email Address	
Buyer Signature and Date (District Use Only)				Purchase Order Number (District Use Only)	

Are you a Minority Owned Vendor? Yes or No

SC Certified Minority? Yes or No

ACKNOWLEDGEMENT OF ADDENDUMS: Acknowledge receipt of amendments by initialing below (if applicable).

Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.	Addendum No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

Scope of Request for Qualifications

Greenville County Schools is soliciting full service architectural and engineering design services for a new Culinary Arts Center addition at the existing M.T. Anderson Support Center; 100 Blassingame Road; Greenville, SC 29605.

The intent is to award an Architectural firm a contract at the beginning of July 2024. Construction is targeted to start in March of 2025 and be substantially complete by April of 2026 so that the facility can open for training in May of 2026.

Construction of the new building will be accomplished via the Construction Manager at Risk delivery method with a CM@R firm engaged after schematic level drawings.

The anticipated 19,000 (+/-) square foot, one-story training facility will be constructed adjacent to (and attached to) the existing MT Anderson Support Center. The portion to be developed is presently a combination of green space and sidewalk access areas with gently sloped terrain. Work will also include limited interior renovations required to facilitate the connectivity of the addition. Entry to the site is available via Blassingame Road.

GCS maintains a written design guide for its facilities and expects that the facility will be designed in accordance with all applicable codes and the guide while taking into consideration the unique educational nature of the facility and best practices for sustainability.

Attachments to this RFQ:

ATT1 – COPY Suppl Cond AIA B133-2019 – Culinary Arts AE

ATT2 – PRELIM PROJECT SCHEDULE – Culinary Arts AE

ATT3 – DRAFT RANKING FORM – Written Submittals – Culinary Arts AE

ATT4 – PRELIM PROGRAM – Culinary Arts AE

The state of qualifications questionnaire is located within this solicitation. All Attachments will be made available via the following google drive link:

<https://drive.google.com/drive/u/0/folders/1YsjzyJfqdFpDvoxvSjLliwBXZ2a2ncd>

[g](#)

Solicitation Schedule

Issue Date	April 8th, 2024
Inquiry Deadline	April 17th, 2024, at 4:00 P.M. EDT
Addendum Issue Date	April 18th, 2024, at 4:00 P.M. EDT
Qualifications Package Due Date	April 25th, 2024, at 4:00 P.M. EDT

Notice of Short-List Date	May 10 th , 2024
Anticipated Short-List Interview Date	May 22 nd , 2024, time TBD

The deadline for written questions about the Form is **Wednesday, April 17, 2024 at 4 PM**. All questions should be submitted via *E-mail to Matt Pettit* mjpettit@greenville.k12.sc.us.

A written Addendum to respond to questions about the Form that were received by the above deadline shall be issued by GCS no later than **4 PM on Thursday, April 18, 2024**.

Interested firms must submit a completed Greenville County Schools Application / Qualification Proposal Form. **The deadline for written submission is 4:00 PM on Thursday, April 25, 2024**. One (1) printed, fully executed copy plus one electronic copy of this Form and requested additional documentation must be submitted to Matt Pettit:

The School District of Greenville County - Procurement Department
Attn: Matt Pettit
 2 Space Drive
 Taylors, SC 29687

Firms that are short-listed for interviews based upon their submission will be informed by Friday, May 10, 2024.

Interviews of the short-listed firms are anticipated to be scheduled on Wednesday, May 22, 2024.

Interviews will allow up to forty-five (45) minutes for presentation followed by a fifteen (15) minute question and answer period. The Design Team should check in with the receptionist upon arrival. The Design Team may arrive 15 minutes in advance of their scheduled interview for set-up.

Barring COVID-19 (or any other) restrictions, the interviews will be held in-person at:

The School District of Greenville County - Facilities Department
 2 Space Drive
 Taylors, SC 29687

APPLICATION / QUALIFICATION PROPOSAL FORM FOR
ARCHITECTS AND ENGINEERS

**PROJECT – Culinary Arts Center addition at the existing M.T. Anderson Support Center; 100
Blasingame Road; Greenville, SC 29605.**

For Greenville County Schools (GCS)

Please see the Request for Qualifications (for a description of the project and other important information), the Architect/Engineer Qualification Ranking Form and Supplemental Conditions to AIA B133-2019.

1) *Name of Architectural/Engineering Firm:

*(*If this is a joint venture, please include a completed copy of this form for each partnering firm)*

2) Address: _____

3) Principal / Owner: _____

4) How long has your firm been engaged in the Architectural/Engineering profession? _____ Years.

5) Names of professional organizations in which you have membership:

National _____

Sate _____

Local _____

6) Please attach a current organizational chart of your firm.

7) Please provide a classification listing of personnel currently within your firm:

- a) Registered Architects _____
- b) Architectural Engineers _____
- c) Designers _____
- d) Draftsman _____
- e) Construction Administration _____
- f) Specification Writers _____
- g) Mechanical Engineers _____
- h) Electrical Engineers _____
- i) Structural Engineers _____
- j) Clerical _____
- k) Other _____

l) Total Number in Firm: _____

8) Please attach a resume for all key Architectural/Engineering personnel in your firm who would be assigned to this project. (**Exhibit A**) Please be certain to include:

- a) Name
- b) Position / Years of Service / Role (At a minimum, define those individuals responsible for Lead Designer or Project Architect, Project Manager, Technical Detailer, Specification Writer & Construction Administrator. Multiple roles may be the responsibility of one individual)

- c) Education / Training
- d) Professional Affiliations / Certifications / Awards
- e) Relevant K-12 Project Experience
- f) Relevant food service/culinary arts center experience

9) Please attach a listing of proposed engineering firms, consultants (indicate any in-house services) (**Exhibit B**):

- a) Other Architectural firms to be partnered with and/or engaged for portions of the design effort.
- b) Estimator (For SD level estimate only. Later estimates to be the responsibility of CM@R)
- c) Civil / Site Design
- d) Landscape Design
- e) Structural Design
- f) Building Envelope/Roofing Consultant
- g) Door and Hardware Consultant
- h) Interior Design
- i) Mechanical System Design
- j) Plumbing System Design
- k) Fire Protection System Design
- l) Electrical System Design
- m) RCDD

10) If your firm were selected as the Architects/Engineers for the project now under discussion, would your firm's services be available for design services during the timeframe of **July, 2024** until approximately **January, 2025** and Construction Administration from approximately **February, 2025** through **April, 2026**?

_____ Yes _____ No

11) Will your office give priority to meeting a reasonable agreed upon schedule?

_____ Yes _____ No

12) Would continuity of service be assured for the personnel and consulting firms mentioned above?

_____ Yes _____ No

13) The following services shall be contracted directly by GCS. The design team shall be expected to cooperate and coordinate with GCS and their direct consultants.

- a) Surveying Services
- b) Subsurface Exploration Services (*if required*)
- c) BDA Evaluation Services
- d) CEPSCI Inspection Services
- e) Chapter 1 and 17 Inspection Services
- f) Foodservice Consultant
- g) GCS shall specify kitchen equipment and all FF&E

14) Please submit a list of all K-12 school projects (**emphasis is on new construction, training kitchen and/or meeting and dining spaces**) which your firm has designed and the construction of which you have observed during the past five years. Highlight any projects on which your firm was involved in developing educational specifications or programming for an original or innovative design. (**Exhibit C**) Please be certain to include:

- a) Project Name
- b) Construction Completion Date
- c) Delivery Method (DBB / CMAR / DB / IPD)
- d) District Contact Information

- e) Approximate Building Square Footage
- f) Construction Cost
- g) Personnel involved who were involved in the project who are also listed in section 8 above.
- h) Any sustainable construction features of the project.
- i) Photographs, perspectives, renderings, elevations or models, as well as floor plans for as many as three (3) relevant facilities. **Proposers will neither gain (nor lose) points should there be more than three examples included.**

15) Please submit a list projects other than schools relevant to the proposed project scope which your firm has designed and the construction of which you have observed during the past five years. **(Exhibit D)**

- a) Project Name
- b) Construction Completion Date
- c) Delivery Method (DBB / CMAR / DB / IPD)
- d) Owner Contact Information
- e) Approximate Building Square Footage
- f) Construction Cost

16) State specifically some of the innovative/creative educational features of school or other relevant buildings designed by your firm.

17) State specifically some of the outstanding ways in which building materials are utilized in school or other relevant buildings designed by your firm.

18) State specifically some of the means and methods of cost control utilized by your firm during design to maintain the construction budget. Give specific examples pertaining to recent projects.

19) State specifically some of the scheduling methods utilized by your firm during construction to maintain the construction progress schedule. Give specific examples pertaining to recent projects.

20) State specifically some of the means and methods utilized by your firm to ensure the expected level of quality during construction. Give specific examples pertaining to recent projects.

21) State the software your firm will use to produce construction drawings for this project

22) How many years has your firm been using this software? _____

23) If any of the proposed consultants do not produce drawings using the same software, please list them.

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- 24) Will an electronic clash detection program be utilized by your firm to identify conflicting building elements and resolve conflicts? _____
- 25) Please submit a list of recent designs that have received awards, certifications, or other forms of recognition within the last five years. **(Exhibit E)**
- 26) Please submit a list with names and client contact information references of the three (3) current projects of similar scope which may be contacted. **(Exhibit F)**
- 27) State specifically some of the methods utilized by your firm to promote MBE / WBE participation. Give specific examples pertaining to recent projects.
- _____

- 28) Please submit an ACCORD statement from your insurance provider outlining your current limits of professional errors and omissions coverage. **(Exhibit G)** Required Insurance limits are outlined in the Supplemental Conditions section 2.5.1.
- 29) If your firm has found it necessary to enter into litigation with a School District client, please indicate the case or cases, the reason for and the result of the litigation. This includes the State Board of Education or any other authority having jurisdiction. **(Exhibit H)**
- 30) State any other credentials which *unequally* qualify your firm for this project.
- _____

- 31) The form of agreement for this project is anticipated to be AIA Document B133-2019. The attached Supplemental Conditions are a GCS standard and shall be incorporated into the agreement. Any other modifications to the AIA Document B133-2019 form must be mutually agreed upon but GCS and Architect.
- 32) The Architects Basic Services consist of those described in this Article 3 of AIA Document B133-2019 with amendment by the Supplemental Conditions. Additionally the Architect shall include the following services in their base lump sum proposed fee:
- a) Programming
 - b) Multiple Preliminary Designs
 - c) Landscape Design – Code compliant landscape plan only.
 - d) Architectural Interior Design
 - e) Cost Estimate – One third-party estimate after SD level drawings are produced.
 - f) Coordination with GCS provided services.
 - g) As- designed Record Drawings in CAD and .pdf format.
 - h) Telecommunications, Security Systems and Audio Video Cabling and Infrastructure Design coordinated with the Architect’s RCDD, and in collaboration with the Electrical Engineer and GCS ETS personnel. GCS will specify the electronic equipment required for these systems.
 - i) Weekly attendance by at least 1 Architectural Firm staff member (the Project Architect, Project Manager or Construction Administrator) at an on-site Owner/Architect/Contractor (OAC meetings) for approximately **60** weeks of total project construction duration.

j) Travel, and if applicable, lodging and per-diem expenses for architectural firm staff member's attendance at all OAC meetings and attendance at an additional 20 meetings during design, construction and project close-out by representatives of the architectural firm or their engineering consultants. These meeting will be either on site or at 2 Space Drive, Taylors, SC.

33) GCS maintains a Design Guide for the typical K-12 school projects it develops. It shall be the responsibility of the design professionals to advise GCS if any of the requirements in the Design Guide are contrary to, or in conflict with, applicable codes, standards or best practices. It is therefore incumbent upon the design professionals to become thoroughly familiar with its contents. Deviations from the design guide must be discussed with and agreed to by GCS.

The Request for Qualifications, this 5 page Application Form, as well as AIA Document B133-2019 and The School District of Greenville County's Supplemental Conditions to AIA Document B133-2019 have been carefully reviewed. All Exhibits (A through H) are attached.

This form has been filled out accurately and completely to the best of my knowledge.

Signed: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____

Phone: _____

END OF APPLICATION / QUALIFICATION PROPOSAL FORM FOR ARCHITECTS AND ENGINEERS

EVALUATION OF QUALIFICATIONS

Evaluation and Recommendation for Contract

Selection will be based upon the following criteria in order of importance. Each firm's Qualification Proposal Form for A&E will be used to evaluate them based on the following scoring criteria. The quality of the response for each factor will be reviewed by each evaluation team member for each submission. An overall team evaluation and ranking will be determined based upon this process.

1. **Firm Location & Reputation = 5 points**
2. **Architect's In-House Team = 10 points**
3. **Project Engineers & Consultants = 10 points**
4. **Stated Availability of Design Team = 5 points**
5. **K-12 School, Elementary School Experience = 15 points**
6. **Similar Project Experience = 10 points**
7. **Creativity & Insight = 5 points**
8. **Construction Budget, Schedule and Quality Control Measures = 5 points**
9. **Software, Software Experience, Clash Detection = 5 points**
10. **Awards / Recognition = 5 points**
11. **Client Referrals = 5 points**
12. **MBE / WBE Utilization = 5 points**
13. **Litigation with School District = 5 points**
14. **Other Merit = 5 points**
15. **Professional RFQ Response = 5 points**

Total Points = 100

The District will evaluate all submissions based upon the Evaluation Factors set forth in the solicitation. The overall highest ranked, responsible firm may be awarded a contract if the Greenville County Schools Board of Trustees approves of the recommended rankings by the evaluation committee and a contract negotiation between GCS and the rated firm is able to be reached according to the **(2003 Edition) SC Consolidated Procurement Code, Regulation #30, Section B. Number #7.**

The District's evaluation team may request written or oral clarifications of any submission received. However, the District may, at its sole discretion, refuse to accept in full or partially the response to a clarification request provided. Proposers are cautioned that the evaluators are not required to request clarification; therefore, all offers should be complete and reflect the most favorable terms. The District reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the District