

**Request for Qualifications (RFQ)**

Description: **Northwest Middle School – Architectural & Engineering Services**

Solicitation No: **125-46**

Issue Date: **September 20<sup>th</sup>, 2024**

Bids Due by: **October 7<sup>th</sup>, 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 middle school campus to replace the existing Northwest Middle School. The site is located off of US Highway 25, at the intersection of Belvue Road and Robertson Road. This new site includes approximately 29.22 Acres.

The intent is to award an Architectural firm a contract in mid-December of 2024. Construction is targeted to start in October of 2025 and be substantially complete by June of 2027 so that the school facility can open for students in August of 2027.

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 design process will include a programming effort coordinated with the District Planning and Demographics department (a draft program has been provided for information purposes). The design will include approximately 150,000 SF (+/-) to provide adequate learning spaces for approximately 1,000 6<sup>th</sup> grade through 8<sup>th</sup> grade students. The site will include circulation, parking and a full complement of middle school athletic facilities -- track (with soccer field interior), baseball, softball and tennis.

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 – NW Middle AE**

**ATT2 – PRELIM PROJECT SCHEDULE – NW Middle AE**

**ATT3 – DRAFT RANKING FORM – Written Submittals – NW Middle AE**

**ATT4 – PRELIM PROGRAM – NW Middle 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/folders/1rSLVQJ\\_OfRXKj2Du7IDaSv9ND5d1L?usp=drive link](https://drive.google.com/drive/folders/1rSLVQJ_OfRXKj2Du7IDaSv9ND5d1L?usp=drive_link)**

**Solicitation Schedule**

<b>Issue Date</b>	<b>September 20<sup>th</sup>, 2024</b>
<b>Inquiry Deadline</b>	<b>September 30<sup>th</sup>, 2024, at 4:00 P.M. EDT</b>
<b>Addendum Issue Date</b>	<b>October 1<sup>st</sup>, 2024</b>
<b>Qualifications Package Due Date</b>	<b>October 7<sup>th</sup>, at 4:00 P.M. EDT</b>
<b>Notice of Short-List Date</b>	<b>October 11<sup>th</sup>, 2024</b>
<b>Anticipated Short-List Interview Date</b>	<b>October 15<sup>th</sup> or 16<sup>th</sup>, 2024, time TBD</b>

The deadline for written questions about the Form is **Monday, 30<sup>th</sup>, 2024 at 4 PM**. All questions should be submitted via *E-mail to Matt Pettit* [mjpettit@greenville.k12.sc.us](mailto: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 **EOD Tuesday, October 1<sup>st</sup>, 2024**.

Interested firms must submit a completed Greenville County Schools Application / Qualification Form. **The deadline for written submission is 4:00 PM on Monday, October 7<sup>th</sup>, 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, October 11<sup>th</sup>, 2024.

Interviews of the short-listed firms are anticipated to be scheduled on October 15<sup>th</sup> or 16<sup>th</sup>, 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 – New Northwest Middle School located off of US Highway 25, at the intersection of Belvue Road and Robertson Road**

**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 **October 2024** until approximately **September, 2025** and Construction Administration from approximately **May 2025** through **September 2027**, **including an early site package. School needs to be ready for occupancy by June 2027.**

\_\_\_\_\_ 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**) 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.

- 
- 
- 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**