

Request for Qualifications (RFQ)

Description: **Fountain Inn ES K-8 Conversion – A & E Services**

Solicitation No: **125-47**

Issue Date: **October 11th, 2024**

Bids Due by: **October 29th, 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 K8 addition at the existing Fountain Inn Elementary School; 608 Fairview Street; Fountain Inn, SC 29644. This existing site includes approximately 28 Acres.

The intent is to award an Architectural firm a contract at the end of November (or beginning of December) 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 interior renovations throughout the existing 110,198 SF (+/-) elementary school and approximately 113,000 additional SF (+/-) to provide adequate learning spaces for approximately 500 6th grade through 8th grade students.

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 – FIK8

ATT2 – PRELIM PROJECT SCHEDULE – FIK8

ATT3 – DRAFT RANKING FORM – Written Submittals – FIK8

ATT4 – PRELIM PROGRAM – FIK8

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/14XS4E1q5mtY7stMN9qQTPCyS9dVB9sWV?usp=sharing>

Solicitation Schedule

Issue Date	October 11 th , 2024
Inquiry Deadline	October 22 nd , 2024, at 4:00 P.M. EDT
Addendum Issue Date	October 23 rd , 2024
Qualifications Package Due Date	October 29 th , at 4:00 P.M. EDT
Notice of Short-List Date	Early November
Anticipated Short-List Interview Date	Mid-November

The deadline for written questions about the Form is **Tuesday, October 22nd, 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 **EOD Wednesday, October 23rd, 2024**.

Interested firms must submit a completed Greenville County Schools Application / Qualification Form. **The deadline for written submission is 4:00 PM on Tuesday, October 29th, 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 in Early November.

Interviews of the short-listed firms are anticipated to be scheduled in Mid-November.

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

The following should be submitted along with the cover page:

- 1. A completed Federal Standard Form 330.**
- 2. Completed questionnaire provided in the solicitation.**
- 3. Any other pertinent information to evaluate the firm based on the ranking form's criteria.**

APPLICATION / QUALIFICATION PROPOSAL FORM FOR
ARCHITECTS AND ENGINEERS

PROJECT – Fountain Inn Elementary School located at 608 Fairview Street, Fountain Inn, SC 29644

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: _____

***Certify whether or not the firm is a resident business of South Carolina* ___ YES ___ NO**

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 December 2024 until approximately October, 2025 and Construction Administration from approximately May 2025 through September 2027, including any early GMP packages. School needs to be ready for occupancy by July 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 additions and renovations on an active campus) 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 – highlighting any K-8 facilities. (**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