

Request for Qualifications Architectural Design Services



DAVIE COUNTY COURTHOUSE THIRD FLOOR RENOVATIONS

**Proposals Due Date:
October 30, 2023
3:00 P.M.**

Attn: Brad Blackwelder, General Service Director
County of Davie
298 E. Depot St
Mocksville, North Carolina 27028



August 21, 2023

Request for Letters of Interest and Statements of Qualifications for: Architectural Services for the Davie County Courthouse Third Floor Renovation Project.

Dear Proposer:

Attached are copies of the following documents for Architectural Services

- Legal Notice of the Request for Letters of Interest and Statements of Qualifications;
- Announcement of the Request for Letters of Interest and Statements of Qualifications for Architects to provide requested services;

You are invited to submit a proposal to be received not later than 3:00 P.M., on October 30, 2023. This package includes a description of the project and other relevant information. Please submit proposal to:

Attn: Brad Blackwelder, General Service Director
County of Davie
298 E. Depot St
Mocksville, North Carolina 27028

Should you have any questions concerning this Request for Qualifications, please do not hesitate to call (336) 753-6060 or email: bblackwelder@daviecountync.gov

Sincerely,

Bradley D. Blackwelder
General Services, Director



LEGAL NOTICE

Request for Letters of Interest and Statements of Qualifications for: Architectural Services for the Davie County Courthouse Third Floor Renovation Project.

The County of Davie, North Carolina requests for interest and statements of qualifications from architectural firms to provide professional design, pre-construction, bidding and construction administration services for the Davie County Courthouse Third Floor Renovation Project.

Letters of Interest and Statements of Qualifications will be received by the County of Davie General Services, Director until 3:00 P.M., on October 30, 2023, in accordance with applicable provisions of North Carolina General Statutes and Davie County ordinances and policies.

The County reserves the right to reject any and all letters of interest or any portions thereof, or select the letters which in its opinion, are in the best interest of the County.

Brad Blackwelder
General Services, Director
Davie County
298 E. Depot St.
Mocksville, NC 27028

BACKGROUND INFORMATION

2.01 Project Background, Goals and Objectives

The intent of the project is to renovate the third floor of the Historic Davie County Courthouse, which houses a Superior Courtroom, jury assembly, grand jury room, bathrooms and secure hallways. The Davie County Courthouse was constructed in 1909 with additions coming in 1920, 1970 and 1991; this project goal is to create a more functional space with ADA bathrooms, ADA courtroom, secure access, new jury assembly, interview rooms and judge's chambers.

With the design and construction of the project, the County has the following goals:

1. Complete the project in a timely fashion without undue delays and within the County's funding resources available for the project.
2. Design and construct a structure that is safe and accommodates the needs of Davie County and as described within this RFQ.
3. Complete the project with minimal interruption to the adjacent occupied space.
4. Preserve and Construct new spaces while maintaining historical aesthetic as the Davie County Courthouse is on the National Register of Historic Buildings

The County of Davie intends to utilize best commercial practices to accomplish the goals of this project, expects the Design team to proactively address risks and challenges in the process to achieve project success. The County also expects to work with the Design team to devise and implement appropriate processes for this project that will maximize efficiency, overall quality, cost savings and efficiencies.

End of Section Two

SECTION THREE

SCOPE OF WORK

3.01 Purpose of the RFQ and Lead Design Responsibilities

The General Services Department is soliciting Qualifications for professional design, pre-construction, bidding and construction administration services for the Davie County Courthouse Third Floor Renovation Project.

The lead Design team will be expected to provide concurrent design through construction administration to provide a turnkey project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design team, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services, testing services). With the exception of Special Inspections by Owner.

3.02 Location of the Project

The location of the work is at the Davie County Courthouse, located at 140 S.Main St., Mocksville, NC 27028.

NOTE: Throughout the duration of the project, the County **WILL NOT** provide workspace for the Firm/ Team. The selected Design Team is responsible for/ must provide its own workspace.

3.03 Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design Team.

Site Inventory and Evaluation of Owner's Criteria Confirmation

1. Site investigations to verify existing conditions if necessary.
2. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
3. Prepare written report summarizing Owner's Criteria.

Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing, fire protection and electrical schematic design plans for County Staff consideration.
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, tree protection measures, lighting areas
 - b. Building Design information including: reconfirming design intent, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.

3. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
4. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
5. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
6. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
7. Conduct regular, biweekly, design meetings.
8. Attend two Board meetings (if required.)
10. Update the design schedule.
11. Present to required departments/agencies for review; Responsible for all Federal, State, County, and City permit applications and approvals.

Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details as needed or required.
 - b. Structure Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, review and coordinate systems integration to include all utilities and controls.
2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Conduct regular, biweekly, design meetings.
4. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
5. Review, update and confirm project schedule.
6. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to the Davie County Planning Department and any other regulatory agencies whose approval is necessary for the development of the site.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local, state and federal agencies as required for the site development.
4. Coordinate the construction or relocation of privately owned utilities if necessary.

5. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the project.
2. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
3. Incorporate bid alternates as necessitated by the project budget.
4. Conduct regular, monthly, design meetings.

Construction Administration

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

Construction

1. Site work to include but not be limited to:
 - a. Construction Fencing and site security. Tree protection and erosion control measures to be immediately put into place as needed.
 - b. Site utilities including fire line and domestic water, sewer, natural gas and electrical service and site lighting.
2. Building construction to include but not be limited to:
 - a. Construction
 - b. MEP systems and controls.
 - c. Fire protection systems.
 - d. Access control, video surveillance systems, network/data coordination and cabling layout

Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or in such a format as the owner requires.
2. Assist in project closeout, establishment of warranties and guarantees.
3. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

3.04 Project Budget

The overall Project Budget is \$4,000,000 for completion of this project including design, construction, and all other costs and fees. Total costs include construction related expenses; architectural programming, design and construction related services; testing services; public

jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.

3.05 Anticipated Schedule

The County reserves the right to make adjustments to this schedule as necessary.

Anticipated Project Schedule:	Date	Time
Issue/Advertise RFQ in official advertising publications	August 21, 2023	
Deadline for written questions and clarifications on RFQ	September 25, 2023	3:00 p.m.
Deadline for submission of Statement of Qualifications	October 30, 2023	3:00 p.m.
Owner completes qualification evaluation to establish a shortlist of firms remaining. Owner notifies shortlisted firms and schedules interviews (if required.)	November 2, 2023	
Complete interviews of short-listed firms	November 24, 2023	
Notify selected Design-Build firm, begin contract negotiations	December 5, 2023	
Complete contract negotiations with selected firm	December 31, 2023	
Project Substantial Completion:		
Design, Construction and Close Out	June 30 th , 2025	

3.06 Pre-Construction Project Planning

The Design team, as a part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the project and prior to contracting, the Owner will ask the Design team to commit to a Lump Sum price for all its design and construction services.

3.07 Project Delivery and Objectives

At all times and project stages the Design team shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The Design team shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project is of utmost importance.**

End of Section Three

SECTION FOUR

DESIGN TEAM EVALUATION AND SELECTION CRITERIA

4.01 Design Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public design projects and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public sector projects and experience with the public bidding process is preferred. Experience with Courthouse, Historic Buildings, and working in secured facilities should be identified.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to a user compliant program employing a prototype basis of design.
2. Demonstrated history of successful collaboration constructing facilities
3. Obtaining permits through the Davie County permitting processes and/or Inspections/Building Permit Department.
4. Incorporating environmentally responsible building practices and
5. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

See the Qualifications Submittal Checklist section of this RFQ for additional information which should be included.

4.02 Design Team Minimum Qualifications

Firms **MUST** meet the criteria in the bullet points immediately below. **Firms that do not meet these criteria will be automatically disqualified.**

1. Firm's "Designer(s) of Record" **MUST** have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. **A copy of the license(s) is to be included in the appendix.**

4.03 Statement of Qualifications (SOQ) Evaluation Criteria and Scoring (110 Total Points)

Submitting Design Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of County Employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (110 points maximum) as determined through the qualification review process and criteria noted in this section.

Design Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design. Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design

process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation.

Proposed Design & Engineering Professionals' Experience and Qualifications - 25

Points Evaluation points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel. Responses should have identified each key individual, their experience with the overall Design process as well as experience with similar projects. Also of importance are individuals' litigation and/or arbitration records and the design/engineering professionals'/firms' reputation, references and referrals. Submittals should also have included a listing of other firms proposed Personnel have worked for along with specific project phases, tasks and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm/Team's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives. Firm/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions) and a preliminary overall project schedule. The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables and project coordination issues.

Statement of WHY the Design Team should be selected- 10 points

Points for this criterion will be awarded based on an evaluation of the Design teams statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this project that differentiates the Design team from other qualified submitters.

Minority and Women Owned Business Enterprise (MWBE) Participation- 10 points

Evaluation of Design team's commitment to advertise and promote participation in MWBE program and strategy to achieve the County's MWBE goal of 10 percent.

Deliverable Quality, Project Schedule - 5 Points

Points for this criterion will be awarded based on the Team's proposed approach to project controls including milestone scheduling, quality control and management for deliverables and the design and construction administration processes, and submitted cost budgets

SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the County.

Selection Team Discretion – 5 Points

County's selection/review committee individuals scoring for the overall presentation by the Design team.

4.04 Clarifying Qualification During Evaluation

During the evaluation process, the County has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

4.05 Short List Ranking

After evaluating the responses to this RFQ, the County will rank the three most highly qualified candidates for ranking and these Short-Listed Teams may be asked to interview to help determine final ranking. If the County determines that fewer than three firms are qualified, it will re-advertise the RFQ per Section 143-128.1A(d) of the North Carolina General Statutes.

4.05 Interviews of Short-listed Firms/Teams

Prior to ranking the short-listed Firms/Teams for final selection, the County may elect to interview those three Firms/Teams. The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The County will notify each short-listed firm to schedule individual times for the interviews.

4.05 Design /Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract [G.S. 143-129 (b)] the County will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and County will enter into a contract for the work.

All respondents are considered fully informed as to intentions of County regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, schedule and fee proposal to Davie County during negotiations.

The County may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the County.

4.06 E-Verify Compliance

The design contract will require that the design team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS) consistent with state law requirements for municipal contracts.

4.07 Exceptions

It is the County's intention to use the AIA Document/Agreement to be prepared by the select team and provided to the County for review. Any Team that objects to any element of the contract should state those objections in the submittal.

End of Section Four

SECTION FIVE

QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

5.01 Physical Submittal: Department Contact, Deadline for Receipt of Qualifications, Format

Physical submissions are required.

In order for the County to evaluate Qualifications fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested:

- a. SOQ's shall be numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages {not including the coversheet, cover letter, Table of Contents, Resumes and other County required attachments.
- b. Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.
- c. Do not use unnecessarily small fonts. If the submission is not clearly legible when viewed at actual size or printed, the response may be rejected as non-responsive.

5.02 Statement of Qualifications Provisions

The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ. The proposal **must be signed** by a company officer empowered to bind the company.

A Firm/Team's failure to include these items in their Qualifications may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

5.03 Minimum Number of Responses

In order to consider proposals, the County must receive at least three responses to its RFQ. If the County receives fewer than three responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the County may consider proposals even if less than three are received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the County should determine that none of the Design teams submitting are advantageous to the County of Davie, **the County reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause.** Issuance of this Request for Qualifications does not commit the County of Davie to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

*****End of Section Five*****

SECTION SIX

CHECKLIST FOR QUALIFICATIONS SUBMISSION

6.01 Required Statement of Qualifications items

Submitters must include the following mandatory checklist items () as part of their SOQ:

Cover Letter – 1 page

Qualifications must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person the County should contact regarding the Qualification. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. If the firm has more than one office, include the headquarters location and the location of the office that will serve this project. **Indicate on the first page of the submittal which firm is the lead Design, any firm/company qualifying as a minority entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.**

Table of Contents – 1-2 pages

Must include corresponding tabs/dividers in the body of the submittal to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page then place all corresponding tabs on that page.

Executive Summary – 1 page

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high quality project consistent with the minimum criteria requirements outlines in this RFQ.

Project Background and Understanding – 1 page

Include a brief description of the Firm/Team's knowledge of the Project Background and context.

Project Approach and Action Plan – 2-3 pages

Provide a detailed statement of the Firm/Team's proposed Approach and Action Plan to successfully complete the work. Firm/Team's plan of action should include both functional and personnel organization which indicates the Firm/Team's specific approach to accomplishing the Project Scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

□ **Firm/Team Qualifications and Experience** – 4-6 pages

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience in projects with the County of Davie. Please provide the following:

1. Company / Firm name.
2. Physical address- and if different, mailing address & zip code.
3. E-mail address and name of primary contact at each company/firm.
4. Main telephone number and direct telephone number for contacts.
5. Number of years in business for each company/firm.
6. Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
7. Also briefly describe a minimum of three (3) projects that your firm/company has completed in the past five years that were valued at or above \$4,000,000. Also briefly describe the largest project your firm/company has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
8. List any active or pending litigation with owners, subcontractors and other construction related entities and explain.
9. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. **Failure to fully comply with this item will be grounds for elimination from the RFQ process.**
10. Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, explain.

□ **Related Design Project Experience** – 3 pages

Provide half (1/2) page descriptions for five (5) reference projects for which the Firm/Team has provided professional design and construction administration services of a nature, quality, size and scope specifically similar to those required in this RFQ. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
6. Proposed team members that worked on the projects including their title and role on that project.
7. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.

Obsolete contact information will be grounds for elimination from the RFQ process

8. Office Submitting Qualifications: If the firm/company has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which the project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable IF "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

□ **Project Team Personnel Selection or Proposed Selection Strategy** – 1-2 pages

Provide either of the following (and include MWBE goals / requirements where applicable):

1. An explanation of project team selection to accompany a list of licensed design professionals for the project's design and construction as noted in Proposed Personnel section below or

□ **Proposed Personnel** – 8-10 pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent's ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the design team, the General Services Department and any other potential consultants involved in this project.

1. Provide a list of licensed design professionals
2. The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting project architects and engineers, estimator. Submit a resume for each individual with relevant information as described below including title, education, previous work experience, applicable training and certifications, previous projects with the firm/company and length of service with the firm/company. At this stage, firms/companies may list more than one person qualified and available for the proposed project.

Project Experience of the Designer should include:

Relevant experience as designer especially with structures comparable to this project in directly applicable ways. **If the designer claims experience acquired by hiring of or participation by personnel who were/are members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s).**

Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Designer/Team's capabilities to provide design services for the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g., square footage, number of stories, site area).
5. Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
6. Brief description of project.
7. Services performed as Designer.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Project Controls / Deliverables - Quality and Schedule – 2-3 pages

Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project design completion, a quality budget including Professional Services Fee and estimated construction Costs.

Conclusion and Statement of Why the Proposing Firm Should Be Selected – 1 page

This section provides each Firm/Team the opportunity to provide specific information that differentiates them from others in the RFQ process.

Qualification Appendix Attachments Include copies of:

1. Signed Team Declaration form confirming certifications and submission items
2. Joint Venture agreement (if applicable)
3. A list of the licensed design professionals whom the design team proposes to use for the project's design and construction administration. Copies of licenses for those listed shall be provided.

End of Section Six

*****End of Request of Qualification*****