

	Spartanburg School District 2 Request for Qualifications	Solicitation Number: 1804 Date: September 28, 2017 Procurement Official: Kacey Austin Phone: (864) 515-5135 E-Mail Address: Kacey.austin@spartanburg2.k12.sc.us	
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DESCRIPTION: Architectural Design Services for Spartanburg School District 2

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY: **October 25, 2017 @ 2:00PM**

QUESTIONS MUST BE RECEIVED BY: **October 10, 2017 by 11:00AM**

NUMBER OF COPIES TO BE SUBMITTED: **Three (3) originals and One (1) Electronic (all documents as a single PDF)**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT A SEALED OFFER TO:

RFQ# 1804 Architectural Design Services for Spartanburg School District 2
Spartanburg School District 2
3231 Old Furnace Rd.
Chesnee, SC 29323
Attention: Procurement

AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above, and on the website below, on or before, November 17, 2017. The award, this solicitation, and any amendments will be posted at the following web address: http://www.spartanburg2.k12.sc.us/FIN/Procurement/solicitations_awards.htm It is the responsibility of the offeror to check this website for amendments.
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You must submit a signed copy of this form with each copy of Your Offer. The pages of this form do not count towards any page requirements or limitations of any part of Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)		
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION		(If offeror is a corporation, identify the state of Incorporation.)
TAXPAYER IDENTIFICATION NO.		

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Area Code</td> <td style="width:20%;">Number</td> <td style="width:20%;">Extension</td> <td style="width:45%;">Facsimile</td> </tr> </table>	Area Code	Number	Extension	Facsimile
Area Code	Number	Extension	Facsimile		
	E-mail Address				

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

END OF MANDATORY FORM

PROJECT DESCRIPTION:

The Spartanburg School District 2, the Owner (“District”), is pleased to invite professional architectural design firms to submit qualifications in response to this Request for Qualifications (“RFQ”).

This formal request is for a professional firm to provide full services as described, but not limited to, within the scope outlined in the AIA B101-2007 and A201-2007 contract documents for (1) the design of a new maintenance center, transportation center and Upstate Family Resource Center.

1. **SCOPE 1:** Selected architect will assist the District in developing Design Standards and Guidelines for use in the design of the new facility. The new Maintenance Facility and Upstate Family Resource Center (UFRC) are planned to be located on a 14-acre site that the District owns on Blalock Road in Boiling Springs. The tax map for the property is 2-44-00-028.00. The Maintenance Facility and UFRC will replace their current facilities, both constructed in the 1930s and located on 64 acres of land the District is in the process of marketing. Another building on that site we will replace as part of this project is the Transportation Office and parking lot. This facility will be relocated to 41 acres of land the District owns on Fosters Grove Road in Chesnee. The tax map for that property is 2-39-00-051.00. The Maintenance Facility will be a 20,000 SF metal building with another 7,000 SF facility for parking of maintenance vehicles and equipment. The estimated budget of \$4.5 million includes architect/engineering fees, site work, construction costs, and utilities. The UFRC will be a 10,000 SF metal building with an estimated budget of \$2.5 million which includes architect/engineering fees, site work, construction costs, and utilities. The Transportation Office will be a 2,500 SF building with offices, meeting space and restrooms with a paved, lighted and fenced bus parking area for 100 buses. The estimated budget of \$600,000 includes architect/engineering fees, site work, construction costs, and utilities. The District has already contracted with local firms to complete the boundary surveys, a geotechnical study, and an environmental phase one investigation. The due diligence studies are expected to be substantially completed by the time of award. There will be no acquisition costs for the land as both parcels are currently owned by the District. The District anticipates sale of the 64 acres and concomitant facilities and desires to vacate them by August of 2019, at which time all construction work and outfitting with technology, furniture and equipment must be complete and ready for occupancy. Providing Community involvement and monthly reporting will be part of the design team’s responsibilities. Detailed programming will need to be completed by the designer, with help from a District assigned team. Project delivery will be pursuant to the AIA 2009 CMc family.

The District will be employing CM at Risk as a delivery method on this project.

The District does not discriminate on the basis of age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations. The District is an Affirmative Action/Equal Opportunity Employer.

KEY EVENTS / DATES

RFQ ESTIMATED TIME LINE	DATES
Issuance of Request for Qualifications	September 28, 2017
Deadline for Questions	October 10, 2017 11AM
Anticipated date to submit addendum to website	October 13, 2017
RFQ Due Date	October 25, 2017 2PM
Anticipated Date of Short-Listing Notice(s)	November 3, 2017
Anticipated Date of Interviews	November 9, 2017
Anticipated Date of Notice(s) of Intent to Award	On or Before November 17, 2017

SECTION 1 – FORMAT FOR SUBMITTALS

1.0 GENERAL INFORMATION

- 1.0.1 The purpose of this RFQ is to provide services to the District for full architectural design services for projects as described within this RFQ.
- 1.0.2 Interested firms shall submit three (3) original copies of their documentation described herein which is to include qualifications, a description of their related experience with similar programs, and current Federal Form SF 330. Firms shall also submit an electronic version containing their entire proposal in a single PDF or read-only format electronic file (via thumb drive, CD, etc).

1.1 CONTRACT

- 1.1.1 The District intends to award an applicable AIA revised contract to one firm for “basic services” for the project.

1.2 DEFINITIONS

- 1.2.1 The term "submitter" refers to those professional firms who submit qualification for the project set forth in this document.
- 1.2.2 The terms "District" and “SSD2” refer to Spartanburg School District 2 or its designated agent.
- 1.2.3 Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- 1.2.4 Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Submitters who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

1.3 PROCUREMENT INFO

- 1.3.1 Three (3) original signed copies of qualifications must be received no later than by **October 25, 2017 at 2:00 pm, EDT** to:

Kacey Austin Procurement Officer Spartanburg School District 2 3231 Old Furnace Rd Chesnee, SC 29323
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For this reason, firms are encouraged to take additional measures to ensure the proposal is delivered by the specified time.

Submittals received (identified by company names only) will be announced publicly following the submittal deadline.

1.3.2 Late Submittals

Qualifications received by District after the deadline listed herein will not be considered and returned to the sender.

1.4 INQUIRIES

1.4.1 During the process, Submitters shall contact Kacey Austin, for clarification and questions regarding the RFQ by e-mail to kacey.austin@spartanburg2.k12.sc.us

All responses will be provided in written form and posted on the District’s web site at: http://www.spartanburg2.k12.sc.us/FIN/Procurement/solicitations_awards.htm Other than the District contacts listed herein, Submitters shall not attempt to contact any member of the District, the Board of Education or the Selection Committee regarding this RFQ. Failure to comply will result in immediate rejection of your submittal.

1.4.2 The deadline for requesting information is: **October 10, 2017 at 11:00AM.**

1.5 ADDENDA TO THIS RFQ

1.5.1 At the discretion of District, any RFQ revision will be addressed by posting of an addendum on the District’s website: http://www.spartanburg2.k12.sc.us/FIN/Procurement/solicitations_awards.htm Because this RFQ is posted electronically, the District may not be aware of all potential Submitters. It is the Submitter’s responsibility to check this website periodically to determine if any addenda have been issued. Any addendum issued by District shall become a formal part of this RFQ.

1.6 SUBMITTAL EVALUATION

1.6.1 Documents submitted may be reviewed and evaluated by any person at District's discretion, including non-allied and independent consultants retained by District now or in the future.

As provided in the District Procurement Code:

3220.5.1 The District Selection Committee shall evaluate each of the persons or firms interviewed in view of their:

- 3220.5.1.1 related experience on similar projects (17%)
- 3220.5.1.2 ability of professional personnel (17%)
- 3220.5.1.3 demonstrated ability to meet time and budget requirements (17%)
- 3220.5.1.4 location and knowledge of the locality of the project if the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project (5%)
- 3220.5.1.5 recent, current, and projected workloads of the firms (5%)
- 3220.5.1.6 creativity and insight related to the project (17%)
- 3220.5.1.7 related experience on similar projects (17%)
- 3220.5.1.8 volume of work awarded by the District to the person or firm during the previous five (5) years, with the objective of effectuating an equitable distribution of contracts by the District among qualified firms including Minority Business Enterprises certified by the South Carolina Office of Small and Minority Business Assistance and firms that have not had previous District work (5%)

The format for submitting information is stated in Section 2 below.

Following receipt of information from all interested persons and firms, the District Selection Committee shall hold interviews, tentatively scheduled for November 9, 2017, with at least three proposers who are deemed qualified on the basis of information available prior to the interviews. A list of firms selected for interview shall be sent to all firms that submitted information in response to the advertisement, prior to the interview date.

The firm's proposed Principal-in-Charge must attend the interview and be accompanied by the additional proposed licensed architects, project managers, and licensed engineers. No more than one person who is not actively licensed and engaged in the practice of architecture may accompany the team to the interview.

The primary purpose of the interviews shall be to provide such further information as may be required by the Selection Committee to fully acquaint itself with the relative qualifications of the short-listed firms with regard to the project and the Owner's needs. Elaborate one-sided presentations are discouraged, the Owner's preference instead being for an interactive discussion of key issues and hearing the proposers' responses to direct questioning by members of the Selection Committee. Questions will not be distributed to interviewees in advance.

Following interviews, exhaustive reference checks, and any site visits the Selection Committee, or its designees, choose to make, the Selection Committee shall identify and rank the firms which, in its judgment, are well qualified to perform architectural services necessary for this project. The highest-ranked firm shall have the first opportunity to negotiate a contract for the required services, followed by the second-highest ranked firm, and so forth.

Any contract formed hereunder will provide for (1) termination for convenience without liability for lost profits, overhead, consequential damages, third-party reliance upon the continued existence of the contract, or any other measure of damages or restitution; (2) exclusivity of the dispute resolution procedures of the District's Procurement Code; (3) procedural joinder of all parties to the project as necessary in the opinion of the District for resolution of disputes with common or related facts or legal responsibilities; and (4) the District's right to approve key personnel and consultants.

When it appears an acceptable contract has been negotiated, the contract will be presented to the District's School Board for their approval or rejection. As provided by the District Procurement Code, "The Superintendent, or a designee, shall negotiate a contract for services with the most qualified person or firm at a compensation that is fair and reasonable to the District. If the Superintendent or designee, is unable to negotiate a satisfactory contract with this person or firm, negotiations must be terminated formally. Negotiations must commence in the same manner with the second and then the third most qualified until a satisfactory contract is negotiated. If an agreement is not reached with one of the three, additional persons or firms in order of their competence and qualifications must be selected after consultation with the District selection committee, and negotiations must be continued in the same manner until agreement is reached."

1.6.2 Submittals must clearly respond to each requirement of this RFQ. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. District reserves the right to disqualify any firm which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

1.6.3 The District shall have the right to request correction(s) to a submittal or request additional information. Failure by the submittal firm to correct any deficiency or provide requested information within forty-eight (48) hours may result in the proposal being considered non-responsive and excluded from further consideration.

1.7 ACCEPTANCE OR REJECTION OF SUBMITTALS

1.7.1 The District reserves the right to reject any or all submittals when such rejection is in the best interest of the District; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the District, the Firm is not in a position to perform adequately in completing the deliverables.

1.7.2 The District reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District.

1.8 HOLD HARMLESS

1.8.1 In submitting a response, the Submitter understands the District will determine which firm appears to be best qualified. The Submitter waives any right to claim damages of any nature whatsoever regarding the solicitation or the District's selection process. Award does not commit the District to engage the Architect for any Indefinite Delivery Project or Small Project.

1.9 RIGHT TO PROTEST

1.9.1 The District Procurement Code provides the following with regard to protests of solicitations:

- (1) Right to Protest; Exclusive Remedy.
 - (a) A prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the chief procurement officer in the manner stated in subsection (2)(a) within fifteen days of the date of issuance of the Invitation For Bids or Requests for Proposals or other solicitation

documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Request for Proposals or other solicitation document, not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with this code.

(2) Protest Procedure.

(a) A protest pursuant to subsection (1)(a) must be in writing, filed with the chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the chief business official within the time provided in subsection (1).

SECTION 2 – SUBMITTAL REQUIREMENTS

2.0 GENERAL

Submittals shall be simple, concise, neatly assembled, and pages shall be uniform in size and securely bound together. It is preferable that hard copies of the proposal can be stacked and stored as flat as possible. The District Selection Committee has no obligation to examine extraneous materials or material incorporated by reference that is outside the size limitations requested.

The proposal shall speak for itself on behalf of the proposers. Proposers are discouraged from submitting supplementary materials or from making calls to District after the proposals have been submitted. Failure to comply with format requirements may cause the submittal to be removed from further consideration.

2.1 PREPARATION OF SUBMITTALS

Packages containing submittals shall be presented such that they may be easily identified. The outside of the package shall be identified as follows:

RFQ #1804
Architectural Design Services for Spartanburg School District 2

Oral, telephone or fax proposals shall not be considered, nor will modification of proposals by such communications be considered.

Signatures on submittal shall be in longhand and executed by a principal duly authorized by Submitter to make contracts. Submitter's legal name must be fully stated. The complete submittal form shall be without erasures or alterations.

2.2 PROPOSAL FORMAT

The Submitter shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

SECTION 1 - Signatory / Information Sheets

The Proposal Certification (pages 1, 2, & 11 of this document).

SECTION 2 - Introduction

Provide an executive summary highlighting the major points of the submittal (two pages maximum).

SECTION 3 - Past Performance

Past performance of proposer, and its proposed consultants, on similar projects:

- (1) List 3 projects which you have accomplished that are most similar to this project. Provide project name, location, dollar amount, completion date and Owner contact information. Describe the scope of each project and discuss why you believe they are most similar.
- (2) Identify projects where successful working relationships with OSF, Spartanburg County, and various local agencies have been established.
- (3) Provide information on current and past clients' satisfaction with the proposed firm and its staff.
- (4) List experiences with the CM/GC at risk delivery method.
- (5) Describe experience with unique approaches, creativity in designs and site adaptation, integration of the newest technologies. Examples may be provided.
- (6) Describe experience in meeting design timelines and construction schedules with clearly established and proven methods for maintaining the construction budget.
- (7) Demonstrate the ability of the Principal and project team members to successfully represent the District without the involvement of a construction management firm during design and/or construction.
- (8) Explain methodology used for project information tracking and the creating of a historical archive at project completion.
- (9) Provide an organizational chart showing the design team that you will be using on this project, and describe the role of each of the team members.

SECTION 4 - Creativity and Insight

Provide information on the creativity and insight related to the project. Proposers shall include a description of the proposer's best (as explained in your own words) maintenance facilities, an Upstate Family Resource Center, and a Transportation Facility and how you would design for these two sites. In addition, the description should answer the following questions about the referenced design:

- (1) Why have you selected this as the "best" design?
- (2) Provide a proposed plan of action and milestones for this project including estimated dates of OSF design submissions and construction timeframes.
- (3) Has this design been used before? If so, what lessons were learned, would there be any cost savings to use this design, and provide contact information for the building's owner and general contractor.

SECTION 5 - Knowledge of the local community and use of local/ small/minority businesses:

- (1) Describe the process you will use to promote the use of local/small/minority businesses and list the percentage used on some recent past projects.
- (2) Identify employees or consultants who will be on the design team and live in the local area.
- (3) Give examples of regional materials and vendors which can be used on this project.
- (4) Provide evidence of established working relationships within the local Community.

SECTION 6: Principal's Performance, Past and Current

Indicate design services performed for similar projects in the past ten (10) years. Demonstrated successful previous performance shall include, but not be limited to:

- (1) Quality, completeness, and timeliness of designs, drawings, specifications, bid documents, pay apps, etc.
- (2) Project management of the design process.
- (3) Quality control of Construction Documents.
- (4) Responsiveness to RFIs, Change Order Requests, etc.
- (5) Value engineering.
- (6) Knowledge and compliance with state and local codes and OSF requirements.
- (7) Quality of project monitoring and contract administration.
- (8) Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget.

SECTION 7: References and Resumes

Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

Provide resumes for all members of the Design Team.

SECTION 8: MBE/WBE Considerations

Identify whether the Firm is an MBE/WBE (minority business enterprise/women business enterprise).

SECTION 9: Current/Projected Workload

1. Firm's current workload and times frames for completion.
2. Firm's pending contracts and potential time frames for completion.

Completed current Federal Standard Form SF330 shall be included with proposal.

