

# *Watauga County*



**Due Date: November 13, 2020**

To: Deron Geouque, County Manager  
814 West King Street  
Boone, NC 28607  
828-265-8000 (P)  
828-264-3230 (F)  
Email - [Deron.Geouque@watgov.org](mailto:Deron.Geouque@watgov.org)

## **PURPOSE**

The County of Watauga is accepting statements of qualifications from architectural firms interested in contracting with the County for architectural services related to the design of the new Valle Crucis Elementary School. The Watauga County School System recently completed a comprehensive facilities plan. Valle Crucis Elementary School was one of two schools identified to be replaced.

## **SCOPE**

Watauga County plans to construct an elementary school located off BroadStone Road in Valle Crucis. Estimated programming needs are between 70,000-72,000 square feet. The selected firm will be responsible for the following:

- Programming Validation and Adjustments
- Site Design
- Schematic Design
- Design Development
- All Permitting
- Project Schedule
- Construction Documents
- Bidding
- Construction Administration
- Budget Development
- Landscape Design
- Engineering Services-structural, civil, mechanical, electrical, plumbing, acoustical
- Interior Design
- Overall Project Management
- Procurement and installation of non-fixed furniture, fixtures and equipment (FF&E), e.g., furniture, telephone system, computer systems, etc.

Architects must be properly licensed and registered as required by Chapter 83A of the North Carolina General Statutes. Engineering and Land Surveying consultants must be properly licensed and registered as required by Chapter 89C of the North Carolina General Statutes.

## **PROPOSAL REQUIREMENTS**

All questions related to this RFQ shall be directed to:

Deron Geouque, County Manager  
814 West King Street  
Boone, NC 28607  
828-265-8000  
[Deron.Geouque@watgov.org](mailto:Deron.Geouque@watgov.org)

In addition, the County strongly urges interested firms to schedule a site visit to evaluate the appropriate size and design of the facility. Attachment A includes a map of the site with topography lines and aerial photo.

## ***Proposal Content***

The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm as well as any consultants on the proposed team. For the purposes of the RFQ, the term "company" shall refer to the prime respondent of this RFQ or, in other words, the company with whom Watauga County will contract. The term "consultant" shall refer to all consultants which the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "company" and "consultants."

Specifically, the RFQ should address the following information. Firms may submit their standard qualification package supplemented by a cover letter or attachments as necessary to comply with this request.

### **1. Prime Firm Experience**

Identify at least three Elementary School projects that were completed in 2005 or later. Provide the following information:

- Building name, address and telephone number.
- Client name, title, addresses and telephone number.
- Description of scope of project including use of pre-engineered construction, if any.
- Size of project and gross square feet.
- Project design.
- Cost of project - estimated cost, actual cost, and dollars per square foot. Also explain any factors that contributed to the actual cost exceeding the estimated cost by more than 2%. Indicate how the firm controls costs and how this has been effective in the past.
- Estimated schedule and actual schedule. Explain any factors that caused the actual schedule to exceed the estimated schedule by more than 30 days.
- Identify all consultants and/or firms that participated in the project and their respective roles.

### **2. Associated Firm Profile**

Identify the firm that will be prime along with associated firms and consultants. For each associated firm and/or consultant, provide the following information:

- Firm name, address, telephone number, facsimile number, principal/CEO and contact person (including title).
- Intended role for this project.
- Identify, by name, the members of the Design team, their roles and responsibilities.

- Brief description of firm history.
- Three references.

### **3. Key Personnel**

Provide an organizational chart and identify the following:

- Chief Executive Officer (CEO)
- Principals
- The project architect who will manage the Project
- Sub-consultants

### **4. Understanding of the Project**

Briefly state firm's understanding of the Valle Crucis Elementary School project. A formal interview may be required in which firm representatives will meet with selected staff to review the material and reports already completed for this building. The firm may choose to submit sketches or renderings to illustrate your understanding or vision of the project.

### **5. Project Approach**

Describe your firm's project approach and schedule of implementation and operation.

### **6. Other Projects**

Identify all other projects in which your firm is currently engaged or has completed within the last three years. Provide the name and address of the project, along with the client's name and telephone number. This excludes all residential projects and all others of less than 30,000 gross square feet. Information on projects for elementary schools should be submitted regardless of square footage.

### **7. Firm's Submission**

The Architectural/Design/Engineering firm shall submit five copies of the RFQ response. Submittals shall be on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections and digitally emailed. The package submitted shall not exceed ten (10) pages single-sided, or five (5) pages double-sided (front/back covers, Table of Contents, Tab pages and photographs are excluded from these totals). Complete response to each of the following categories is required.

Facsimile submissions will not be accepted. Submissions must be signed by an individual authorized to bind the firm to a contract. Proposals received after 5:00 p.m. on November 13, 2020, will be disqualified from consideration. All proposals must be contained within a package that is marked "Valle Crucis Elementary School Project" and addressed to the following: Watauga County, ATTN Deron Geouque, County Manager, 814 West King Street, Boone, NC, 28607.

In general, documents that are submitted as part of the response to this Request for Qualifications will become public records and will be subject to public disclosure. North Carolina General

Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

The County reserves the right to reject any and all proposals, and to terminate the Request for Qualifications process at any time.

## **SELECTION CRITERIA**

### ***Selection Process:***

Two County Commissioners, the County Manager, and Maintenance Director will serve as the selection committee for all applicants deemed eligible and qualified. Input from the Watauga County School Superintendent and such other local officials as deemed appropriate by the committee will be solicited. A recommendation will be made to the Watauga County Board of Commissioners for its approval.

The selection committee will review and identify the firm or top firms that are most qualified for the services requested. Interviews may be conducted with the short-listed firms to permit further evaluation of qualifications if necessary. The committee will conduct the selection process and hold interviews (if necessary) between November 30<sup>th</sup> through December 4<sup>th</sup>, 2020.

### ***Evaluation Criteria:***

By way of example, but not limitation, the following considerations will be utilized during the selection process from the submitted and eligible proposals:

- The thoroughness of the proposal regarding the tasks addressed in the Scope section of the RFQ.
- The firm’s experience in designing elementary schools.
- The successful experience of the staff proposed to be assigned to this project to perform the type of work required.
- The firm’s financial ability to undertake the work and assume liability for the project.
- The firm’s proven ability to complete tasks on time.
- Project approach and methodology.
- Overall performance on past projects, as evidenced by previous contracts.
- Overall consideration of design elements.

Watauga County reserves the right, at its sole discretion; to accept a response that does not satisfy all requirements but which, in the County’s sole judgment, sufficiently demonstrates the ability to produce, deliver, design, permit and construct an elementary school and to satisfy the major requirements set forth in this RFQ. The County reserves the right to interview any or all respondents to this RFQ, or to ask for additional information or clarifications. By completing and submitting to Watauga County’s RFQ, the firm allows the County to call any person,

business, group or organization that may have information to determine the firm's ability to complete the project as presented.

The County expects to complete its evaluation process to select a qualified partner, but reserves the right to change key dates and actions as the need arises. The County reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or accept the firm who the County in its sole discretion determines to be most qualified.

## **PROPOSAL AND SUBMISSION DEADLINES**

Project schedule milestones and dates are as follows:

<b><i>Milestone</i></b>	<b><i>Date</i></b>
Request for Qualifications Published	October 14, 2020
Deadline for RFQ Questions	October 30, 2020
RFQ Proposals Due Date	November 13, 2020
RFQ Review	November 16-20, 2020
Interviews (if necessary) and Selection Process	Nov./Dec. 30-4, 2020
Negotiations With Top-ranked Firm	December 7-9, 2020
Board of Commissioners Hire Architect	December 15, 2020

**1980-26-1517-000**

**Attachment A**

