

# **REQUEST FOR QUALIFICATIONS**

## **Feasibility Study Architectural and Engineering Services For proposed Co-location of new Weldon High School Facilities at Current Weldon Middle School Site**

Agency: Halifax County, North Carolina

Project: Feasibility of co-location of new facilities for Weldon High School at current site of Weldon Middle School

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## I. ANNOUNCEMENT

**Date: January 3, 2022**

A. Halifax County (the County) will receive qualifications from Architectural and Engineering firms to conduct a feasibility study for the proposed co-location of new facilities for Weldon High School with current facilities at Weldon Middle School.

B. Interested and qualified firms can submit their qualifications to:

Halifax County  
Attn: Dia Denton, Interim County Manager  
10 North King Street  
P. O. Box 38  
Halifax, NC 27839

C. An authorized representative of Halifax County will receive qualifications until 4:00 p.m. (local time) on Thursday, February 3, 2022. **Qualifications received after this date and time will not be accepted.**

D. Qualifications shall be enclosed in envelopes that clearly indicate "Qualifications for Architectural and Engineering Services."

E. Firms will be required to meet qualifications set out in this Request for Qualifications (RFQ) document, which include the following:

- Experience studying the combination of school facilities
- Errors and Omissions Insurance
- Ability to provide experienced staff

## II. INSTRUCTIONS TO FIRMS

A. Preparation of Proposals

1. Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will be cause for rejection.
2. Qualification packages shall be prepared with brevity, providing a concise description of a respective firm's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on completeness and clarity. Each copy, and all documentation submitted, should be bound in a single volume. The County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.

**B. Submission of Qualifications:**

Qualified firms shall submit their qualification packages to:

Halifax County  
Attn: Dia Denton, Interim County Manager  
10 North King Street  
P. O. Box 38  
Halifax, NC 27839

**C. Number of Copies**

Firms shall furnish one (1) original bound and three (3) bound hard copies of the qualification packages.

**D. Form of Agreement**

Firms submitting qualifications shall submit a proposed form of agreement for consideration by the County.

**E. Proposed Site**

The address of the the co-location site is 4489 Highway 301, Halifax, North Carolina.

### **III. ARCHITECTURAL AND ENGINEERING FIRM QUALIFICATIONS**

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to public school building projects in North Carolina.
- B. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101.
- C. Provide, in the qualifications package, one (1) school facility related project studying the feasibility of co-locating two or more schools in the past three (3) years to include current references for the project presented. Providing three (3) school facility related projects in the past five (5) years studying the feasibility of co-locating two or more schools to include current references for the project presented is preferable.

### **IV. SELECTION OF FIRM**

Selection will be made in accordance with N.C.G.S. 143-64.31 on the basis of demonstrated competence and qualification for the services described in this announcement without regard to

fee other than unit price information. Halifax County reserves the right to select or reject any firm based on criteria set forth herein. Halifax County will evaluate submitted firms' qualification packages and may conduct interviews with up to three (3) firms. The County will negotiate a contract with the firm deemed by the county to be best qualified. If a contract cannot be negotiated with the best qualified firm, the County will initiate negotiations with the next best qualified firm.

## **V. PROJECT DESCRIPTION**

- A. Halifax County has been approached by Weldon City Schools to consider either a major renovation or replacement of the current Weldon High School. The county commissioners directed staff to contract with a qualified firm to conduct a feasibility study of co-locating the proposed new Weldon High School at the site of the current Weldon Middle School, with such renovation to existing facilities as may be needed in order for the high school and middle school to share facilities.
- B. The selected Architectural and Engineering firm will be required to provide a report discussing the feasibility of co-locating the two schools, including basic cost estimates, a projected timeline for completion of the co-location, and a basic layout of the proposed renovations and additions.
- C. The selected Architectural and Engineering firm will also be required to provide basic cost estimates for upgrading all athletic facilities to accommodate both middle school and high school sports.

## **VI. PROJECT SCHEDULE**

A tentative schedule has been developed for the project. The proposed project schedule is as follows:

- A. RFQ Issued: January 3, 2022
- B. Qualification Packages Due: February 3, 2022  
(Firms may be shortlisted following submission of proposals for interviews.)
- C. Interviews, if necessary, will be held in the February timeframe.
- D. The County anticipates hiring an architect in the March-April timeframe.

The County and the selected Architectural and Engineering firm will develop a more definitive schedule following contract award.

## VII. SUBMISSION REQUIREMENTS

Firms are required to provide clear and concise answers to the RFQ requirements described below, each with a tabbed section in the bound proposal document previously described. Proposal content requirements are as follows:

### A. Firm Identification

Please provide the following information about your firm:

*Firm Name*

*Address of office where the work will be conducted*

*Phone Number*

*Fax Number*

*Designated Project contact*

*Contact e-mail address*

*Number of years the firm has been in business*

### B. Firm Overview

Please provide a brief description of your firm. Please describe the firm's operating philosophy. Please include a statement describing any recent experience with public school projects.

### C. Sub-consultants

If outside consultants are utilized to perform any of the architectural engineering services, please list the firms and the services they will provide. Please provide a brief firm description and the same information as required in Item A above.

### D. Team Organization and Résumés

Please provide an organization chart that illustrates the role the key team members will play in this project as well as their résumés. Key team members include the Principal-in-Charge, Project Manager, Project Architect, and key team members of each discipline correlating to these same positions.

### E. Firm Experience

Please provide the information below for one (1) school facility related project studying the feasibility of combining two or more schools in the past three (3) years to include current references for the project presented. Providing three (3) school facility related projects in the past five (5) years studying the feasibility of combining two or more schools to include current references for the project presented is preferable.

*Name of the Project*

*Location of the Project*

*Name of Owner's Representative with address and telephone number for references*

*Architect's Construction Estimate*

F. Litigation and Claims

1. Please provide the firm's North Carolina Architectural License number.
2. Please list any claims filed by an Owner against your firm or individuals in your firm for which you provided professional services over the last five (5) years. Please provide the name of the plaintiff, a brief description of the claim, the value of the claim and the outcome (if resolved) or current status.
3. Please identify if any architect or licensed professional employed by your firm has had their license revoked or suspended in the last ten years. If so, provide the name and the situation.

G. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability and other insurance coverages as appropriate.

H. Summary Statement

Please provide a summary statement, of not more than one page, which summarizes the reasons your firm is best suited for this project.