

**Durham Public Schools  
Office of Operational Services  
Request for Statement of Qualification (RFQ) for  
Professional Program/Project Management Services**

RFQ# 179-2223-626-PROF\_PM\_SRVCS

April 17, 2023

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**REQUEST FOR STATEMENT OF QUALIFICATIONS**

Durham Public Schools (DPS) is the 9th largest school district in North Carolina, serving more than 32,000 students in both the city and county of Durham. This is a request from DPS for Statements of Qualifications from Program/Project Management firms interested in providing professional program / project management services for various capital improvement projects for a PK-12 public school district. Selected firm(s) will provide services that include coordinating and administering design and construction activities for a variety of capital improvement projects.

The purpose of this Request for Qualifications (RFQ) is to determine the interest of qualified firms and to provide a selection process for Durham Public Schools (DPS). Projects may include, but are not limited to, new school construction, renovations, additions, and mechanical system replacements.

Responses to this Request for Statement of Qualifications will be received at the time and location designated within, and shall include the information requested hereafter. Responses received after this time may not be considered. Successful firms will be selected to assist with projects from **July 2023 through approximately December 2024**.

It is the intent of this solicitation process to fully comply with any laws governing the procurement of professional program/project management services. Selection of a firm shall include the use of good faith efforts by DPS to notify minority firms of the opportunity to submit qualifications for consideration by DPS. DPS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any or all responses to the RFQ and to award the contract to the firm(s) believed to be in the best interest of DPS.

**PROJECT SCOPE**

The program / project management firm will act solely as Durham Public Schools' representative and shall not be a member of the design or construction teams. The firm shall assign a program/project manager to work with Durham Public Schools who will be the single point of contact throughout the term of the program/project(s). These projects include **District Wide HVAC Repairs and Replacement for Indoor Air Quality Improvements (see attached deficiency list) and District Wide Plumbing Repairs and Replacement (based on district funds and deficiency needs)**. The program/project management firm shall have adequate in-house administrative support to carry out the firm's duties as required.

The Program / Project Manager shall provide leadership for the Program / Project(s), beginning in the early stages of planning and continuing through design, construction, and completion of the program/projects(s).

Services shall include but not be limited to the following:

- Create a program/project management plan to include budget and schedule
- Develop cost models and forecasts
- Administer procurement of design, construction, surveying, testing services, furniture/equipment, etc. adhering to federal, state and local requirements and Durham Public Schools' policies and procedures
- Draft contracts with input and final review from the board attorney and negotiate contracts on behalf of Durham Public Schools

- Coordinate and monitor the design process through preparation of schematic drawings through final construction documents, including project permitting
- Serve as the owner's representative in the administration of design, construction and other contracts as assigned
- Conduct on-site quality control inspections and provide routine reports to DPS staff
- Process payment applications, change orders, submittals and other documents as required by DPS
- Confirm completion of punch list items and transmittal of Durham Public Schools operating project manuals and as-built documents
- Manage the project closeout process

Throughout the term of agreement, Program/Project Manager shall represent the interest of Durham Public Schools consistent with industry standards for program/project management services. Program/Project Manager shall routinely report to the superintendent or his designee and shall be accountable to the Board of Education and appropriate Durham Public Schools staff.

**INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS**

*Submittals shall contain all elements outlined in this section. Submittals shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response.*

**Statement of Qualifications**

**1. Letter of Interest:**

This one page document should be prepared and signed by the representative of the firm authorized to sign contracts. The letter should allow personal expression as to:

- a. Why your firm is best suited to perform program/project management services for DPS;
- b. What specific qualities/attributes your firm offers to ensure superior performance; and
- c. Other information you feel best presents your firm's expertise.

**2. Submittal Content:**

The submittal should include the following information as a minimum, organized as outlined below:

- a. Firm's legal name.
- b. Firm's address, phone number, email address, website URL.
- c. Firm's professional license number.
- d. Contact information for communication in follow up to this submittal.
- e. Brief history of the business including:
  - i. Years of service under present business name;
  - ii. Prior business names under which like services were offered (if any);
  - iii. Financial statements for the last five years;
  - iv. Business location (office from which work will be performed);
  - v. Jurisdictions your organization is legally qualified to offer and practice professional services; and
  - vi. Firm's HUB / MWBE status/type, if applicable (Must possess N.C. Statewide Uniform Certification).
- f. Project Experience: in a table format, provide a summary listing of all similar projects completed within the past 5 years. Include the following for each project:
  - i. Project Name;
  - ii. Program name and location;
  - iii. Size;
  - iv. Scope;
  - v. Cost at bid;
  - vi. Completed construction cost;

- vii. Current owner contact information;
  - viii. Year completed;
  - ix. Written references from program owner; and
  - x. HUB/MWBE Participation in dollars and percentages.
- g. Client references: provide (5) references for recent work of similar size and complexity. Include current contact information for each (can be incorporated with item above).
  - h. Staff resumes: identify key personnel within your firm who will likely be assigned to our projects. Include Principal, Project Engineer, Project Manager, field staff, and construction administrators.
  - i. Litigation: identify any work on any projects that resulted in litigation in the last seven years and briefly summarize outcomes. Include judgments, claims, arbitration, mediation, or lawsuits pending or outstanding within the past seven years involving either the project's owner or your organization as either as plaintiff or defendant.
  - j. Disclose any history or condition that would put the firm in a conflict of interest for the design and construction portions of the work.
  - k. Project Completions: list any projects in the last ten years in which your organization has failed to complete any part of its contractual obligation for professional services.
  - l. Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the Statement of Qualifications/Proposals submitted in response to the RFQ and that all information provided is true, correct and complete.

**3. Supplemental Information:**

It is unnecessary to provide supplemental information on the first submittal. However, if the respondent so chooses, additional information may be provided in the form of project profiles, firm brochures, or similar material. Please keep to a minimum.

**4. Additional Requirements:**

- a. Interested firms should familiarize themselves with DPS Board Policies. These policies can be viewed on the DPS website at [www.dpsnc.net](http://www.dpsnc.net).
- b. Any firm responding to this RFQ must hold a license to do business in the state of North Carolina that is current and in good standing. Sub-consultants must also hold a current license in good standing with the appropriate North Carolina governing agency for each discipline.
- c. The selected firm will be required to provide certification documenting compliance with the Lunsford Act / Criminal Background Check and requirements as outlined in the G.S. Chapter 14 for personnel who will be on school sites as part of the performance of their work.
- d. The selected firm is required to comply with all applicable laws when providing services for DPS, including E-Verify and requirements of federal, state and local governments.
- e. The selected firm will be required to confirm that as of the date of the contract, the firm is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. The selected firm will also be required to represent that as of the date of the contract, the firm is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

5. DPS requires the following minimum insurance for vendors:

<b>Insurance Description</b>	<b>Minimum Required Coverage</b>
Workers' Compensation	Statutory
Public Liability	Combined Limit
Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00

Automobile Liability & Property Damage	Combined Limit
Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00
Professional Liability	\$ 1,000,000.00

**Submittal Questions**

1. Firms shall submit any questions by **3:00 pm on Tuesday, April 25, 2023**.
2. Questions will include a reference to the applicable RFQ section and page number.
3. DPS' response to questions received prior to the submission deadline date and any additional information deemed necessary by DPS will be posted in the form of an addendum by **3:00 pm on Friday, April 28, 2023**.
4. No information, instruction, or advice provided orally or informally by any DPS personnel, whether made in response to a question or otherwise regarding this RFQ, shall be considered authoritative or binding. Firms shall be entitled to rely only on written material contained in an addendum to this RFQ.
5. Address any questions via email to:  
Tanita Nicholson, Purchasing Agent  
[DIST.PURCHASING@DPSNC.NET](mailto:DIST.PURCHASING@DPSNC.NET)

**Selection and Award Process**

Statements of qualification will be evaluated by a selection committee. The committee may include administrators, school staff, Board of Education, and community members. A short list of firms deemed to be the most highly qualified for the proposed project(s) will be identified by the selection committee. Shortlisted firms may be invited to participate in an oral presentation and interview. The district may request additional information from firms on the short list. If deemed beneficial some members of the selection committee may visit completed projects prior to the final selection recommendation and approval.

The recommendation of the selection committee will be subject to a successful contract negotiation and approval by the Board of Education. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms.

**Evaluation Criteria**

The Owner's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

<b>Evaluation Criteria</b>	<b>Max Points Possible</b>
<b>RFQ Response:</b> Submitted a complete and concise letter of interest in response to the RFQ. The RFQ is well organized, with complete information responding to all of the submittal criteria.	<b>5 points</b>
<b>Experience and Qualifications:</b> Provided a comprehensive and insightful experience of working a large-scale bond program, specifically for Pre-K-12 educational institutions and qualifications package, which highlighted key personnel in addition to other items as stated.	<b>50 points</b>
<b>Adherence to Schedule:</b> Demonstrated past ability to complete projects within the timeframe needed. Submitted examples of previous programs/projects completed on or before schedule. Provide a preliminary schedule(s) for project scopes of work.	<b>20 points</b>
<b>References:</b> Provided a comprehensive project list with contact information for projects completed over the last five years.	<b>5 points</b>

<b>MWBE:</b> The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. This will be applied to your MWBE Participation and is worth <b>20 points</b> broken down as follows:	
<b>MWBE 1:</b> Company presented evidence of meeting owners' MWBE utilization goals on previous contracts. Company should list previous contracts, minority and women-owned businesses utilized, the contract amount, and the percentage of MWBE utilization for each contract.	5 points
<b>MWBE 2:</b> Company is a Joint Venture partnership with a certified MWBE firm for this proposal (Attach a copy of the notarized Joint Venture Agreement)	5 points
<b>MWBE 3:</b> Company's MWBE Plan for this proposal (MWBE Goals & Responsibilities, MWBE Program Actions, Project Outreaches, Prequalification Assistance, Monitoring & Reporting, and Mentor-Protégé Program)	7 points
<b>MWBE 4:</b> Composition of the firm's team at a minimum meets the district's MWBE participation goal at the subconsultant level and includes MWBE firms in significant and meaningful roles	3 points
<b>Total Points</b>	<b>100 points</b>

**Submission Schedule and Deadlines**

1. Submissions should be sent both digitally and through paper submission. DPS shall be provided three paper submissions for its review during the evaluation phase.
2. Submittals shall be neatly packaged and sealed with the address of both the provider and recipient affixed to the exterior face. The physical size of all submission materials shall be limited to an 8 ½ by 11 format, bound securely. All submission materials will remain in the possession of DPS and held in confidence.
3. Submittals are to be received no later than **3:00 p.m., Thursday, May 4, 2023.**
4. Digital submissions should be sent to IPS.

Paper submissions, please sent to:

**Request for Qualifications/Proposal for Project Management Services**  
**Durham Public Schools**  
**ATTN: Tanita Nicholson**  
**Purchasing Agent**  
**511 Cleveland Street**  
**Durham, North Carolina, 27701**

5. The following schedule is anticipated to select firms for these projects:

RFQ Issued/Advertised:	April 17, 2023
RFQ Questions Due:	April 25, 2023
RFQ Answers to Questions Posted:	April 28, 2023
RFQ Package Due:	May 4, 2023
Selection for Services:	May 11, 2023

**Contact Policy**

Until a contract resulting from this RFQ process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of DPS, or any employee, agent or other representative of the DPS unless required by law.

**LEGAL NOTICE**

REQUEST FOR QUALIFICATIONS: Durham Public Schools has issued an RFQ for Professional Program/Project Management Services on an as needed basis for projects at various Durham Public Schools (DPS) facilities. Submittal due date/time: May 4, 2023 at 3:00 p.m. For Legal Notice and RFQ information, go to <http://www.dpsnc.net> and select Resources/Construction & Capital Planning. Issue date 04/17/2023.

