

**Durham Public Schools
Construction and Sustainability
Request for Statement of Qualification (RFQ) for
Professional Engineering Design Services**

RFQ# 179-2122-618-EV-SRVCS

March 29th 2022

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 Engineering firms interested in providing engineered design specifications for installation of Electric Vehicle Charging stations at 6 locations across the district. Specifications will include recommended locations, details of electricity requirements and pathways and product specifications.

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. Design work will be required to begin within 2 weeks of selection.

It is the intent of this solicitation process to fully comply with any laws governing the procurement of professional engineering and 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 qualified firm will develop a complete set of bid documents for the installation of multiple electric vehicle charging stations at 6 selected DPS locations. The specific number of stations and locations will be discussed upon selection of the firm. Bid documents must be complete to include full electrical scope including the pathway to the stations, product specifications, software specifications and compliance requirements with applicable local codes.

Throughout the term of agreement, the qualified firm shall represent the interest of Durham Public Schools consistent with industry standards.

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.

**Durham Public Schools
Request for Qualifications
Professional Engineering Design Services**

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 (3) 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.

**Durham Public Schools
Request for Qualifications
Professional Engineering Design Services**

- 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.
- 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:

Insurance Description	Minimum Required Coverage
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

Selection and Award Process

Review and selection of proposals will be completed by DPS staff and the selected firm will be notified.

**Durham Public Schools
Request for Qualifications
Professional Engineering Design Services**

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:

Evaluation Criteria
RFQ Response: 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.
Experience and Qualifications: 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.
Adherence to Schedule/Current Capacity: 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.
References: Provided a comprehensive project list with contact information for projects completed over the last five years.
MWBE 1: 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.
MWBE 2: Company is a Joint Venture partnership with a certified MWBE firm for this proposal (Attach a copy of the notarized Joint Venture Agreement)

MWBE 3: Company’s MWBE Plan for this proposal (MWBE Goals & Responsibilities, MWBE Program Actions, Project Outreaches, Prequalification Assistance, Monitoring & Reporting, and Mentor-Protégé Program)
MWBE 4: 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

**Durham Public Schools
Request for Qualifications
Professional Engineering Design Services**

Submission Schedule and Deadlines

1. Submissions should be sent digitally to: dan_schnitzer@dpsnc.net
2. Submittals are to be received no later than **3:00 p.m., Wednesday April 6th 2022**
3. The following schedule is anticipated to select firms for these projects:

RFQ Issued/Advertised:	March 29, 2022
RFQ Package Due:	April 6, 2022 by 3PM
Selection for Services:	April 8, 2022

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.