

Durham Public Schools
Request for Statement of Qualifications (RFQ) for
Professional Mechanical Systems Design
Services,

RFQ# 179-2122-619-CHLR-DSGN

April 28, 2022

REQUEST FOR STATEMENT OF QUALIFICATIONS

This is an invitation and request for Statement of Qualifications (RFQ) for Mechanical System Design of Chiller Replacement at various Durham Public Schools (DPS) facilities. Requested services may include customary surveying services and related sub consultant services. This RFQ is for Three Elementary and Two Middle School Renovations.

Respondents will be evaluated and scored by “project” as defined in the “Scope” section below.

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 will not be considered. Successful firms will be selected on an as needed basis during the specified time above. The need for interviews is not anticipated at this time, however DPS may request one if deemed necessary on a project by project basis.

It is the intent of this solicitation process to fully comply with G.S. 143-64.31 for the procurement of Mechanical System Design of Chiller Replacements, to announce all requirements for said services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, DPS shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm. 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 and all responses to the RFQ.

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SCOPE

Five Durham Public Schools are in need of design for chiller replacements. The schools are as follows:

1. Githens Middle
2. Pearsontown Elementary
3. Carrington Middle
4. R.N. Harris Elementary
5. Parkwood Elementary

INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS

Submittals shall contain all elements outlined in this section. Submittals shall be prepared simply and economically, and 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 Mechanical Design services for DPS
- b. what specific qualities/attributes your firm offers to ensure superior performance
- 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. Business location (office from which work will be performed)
 - iv. Jurisdictions your organization is legally qualified to offer and practice
 - v. Firm's HUB / MWBE status/type.
- 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. Facility 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 project owner
 - x. MBE Participation (see Attachment A)

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- 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 that resulted in litigation and briefly summarize outcomes. Include judgments, claims, arbitration, mediation, or lawsuits pending or outstanding within the past five years (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 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 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. 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.
- c. The selected firm is required to comply with all applicable laws when providing services for DPS, including E-Verify and requirements of the Affordable Care Act.
- d. The selected firm will be required to provide certification documenting compliance with the Iran Divestment Act pursuant to G.S. 147 Article 6E by documenting they are not listed on the Final Divestment List created by the North Carolina State Treasurer.
- e. DPS requires the following minimum insurance for these projects:

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

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Timeline

1. Firms shall submit any questions by **3:00 pm on Wednesday, May 4, 2022.**
2. Questions will include a reference to the applicable RFQ section and page number.
3. Responses to questions will be posted in the form of an addendum by **5:00 pm on Friday, May 6, 2022.**
4. Submission of RFQ proposals are due via email on by **1:00 Tuesday May 10, 2022.**
Submissions should be sent to: kevin.coyne@leCHASE.com
5. Address any questions via email to:

Kevin Coyne, Project Manager: kevin.coyne@leCHASE.com

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.

RFQ Issued/Advertised:	April 28, 2022
RFQ Questions Due:	May 4, 2022 by 3pm
RFQ Questions Answered:	May 6, 2022 by 5pm
RFQ Package Received:	May 10, 2022 1pm
Selection for Services:	As needed

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. Firms may be invited to participate in an oral presentation and interview to determine which team is the best qualified to work with the district and community in completing the project(s). The district may request additional information from firms on the short list prior to interviews. 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.

Selection Criteria

Finalists for contract consideration by the district will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the qualifications submittal. Evaluation of qualifications may include, but not limited to the following:

1. The Proposer's understanding of the educational environment related to the project and qualifications to complete the services required.
2. The Proposer's previous experience, qualifications and competence on educational facility projects of similar size and scope.

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3. Past performance on similar projects, and as indicated from reference contracts.
4. Experience and qualifications of personnel assigned to the project.
5. Methodology used to achieve technical, management and project control.
6. Ability to communicate with the selection committee both in written format and verbally.
7. MWBE/HUB participation.

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.

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ATTACHMENT A

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Minority Business Enterprise Participation in Construction and Purchase Contracts

Durham Public Schools Board of Education Policy Number 6070

It is the policy of the Board to provide minorities equal opportunity to participate in all aspects of the school system's contracting and purchasing programs, including but not limited to participation in procurement contracts for materials, supplies and equipment, and contracts for the construction, renovation or repair of school facilities and equipment.

It is further the policy of the Board to prohibit discrimination against any person or business enterprise on the basis of race, color, ethnic origin, sex, handicapping condition, or religion and to conduct its contracting and purchasing programs so as to prevent such discrimination.

It is the policy of the Board in concert with other local, state and federal agencies and with the assistance of minority groups and agencies, actively to seek and identify qualified minority business enterprises (MBEs) and to offer them the opportunity to participate and to encourage them to participate, in the school system's contracting and purchasing programs. Under this policy, the Board adopts the definition of MBEs contained in G.S. 143-128.2.

It is not the policy of this Board to provide information or other opportunities to minority business enterprises that will not be available to all other business enterprises. It is the intent of this policy to establish procedures designed to assure MBEs access to information and opportunities available to other business enterprises.

It is not the intent of this policy to establish procedures that will increase the cost of the school system's construction and purchasing programs. It is the intent of this policy to widen opportunities for participation, to increase competition, and to reduce costs.

The Board will award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition, as defined in G.S. 168A-3.