



REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL SERVICES

PURPOSE

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of an Architectural Firm. Pursuant to Chapter 1013, Florida Statutes, the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, and Rule 6A-2.0010, Florida Administrative Code, the School District of Volusia County Florida will consider the contracting of one (1) firm to provide architectural services for the project described below.

In determining whether a firm is qualified, the School District Selection Committee shall consider availability and location, business structure, experience and past performance, proposed project staff and functions, workload, and project approach; as well as other supporting factors such as evidence of insurance, references and litigation.

PROJECT LOCATION

Turie T. Small Elementary
800 South Street
Daytona Beach, Florida 32114

PROJECT DESCRIPTION

Turie T. Small Elementary - Master Plan - Project No. 2147822

The Volusia County School Board is interested in entering into contracts with qualified professional architectural firms to provide services of a specified nature as outlined in the contract to be entered into, the form of said contract being attached hereto, said services consisting of providing architectural and engineering services for a new replacement elementary school for Turie T. Small Elementary.

The specified services shall include all types and manner of professional services related to architectural and engineering services, including but not limited to complete architectural design services, school campus planning, landscape architecture, civil engineering, mechanical, electrical, fire protection, irrigation and plumbing engineering, construction administration, estimating and interior design.

The size of the new school is anticipated to be approximately 97,000 sf with approximately 750 -800 student stations. The school will be built on a separate parcel adjacent to the middle school located directly behind the current Turie T. Small Elementary. It is anticipated that the design team will be under contract by the end of June 2021.

GENERAL INFORMATION

It is the intent of the School District to utilize the internet to disseminate information for this request to include the RFQ, addenda or subsequent information as applicable to the Project. Solicitation information, this RFQ and all other relevant documents are available via the Volusia County School District website at: <https://www.vcsedu.org/facilities-design/consultant-services>. Documents are in PDF format and may be viewed, printed or saved to your computer.

Except for the District employees named in this RFQ, Firms are cautioned not to contact or discuss with any committee, School Board member, or employee of Volusia County Schools, any matter regarding this solicitation until the School Board has approved the ranking of Firms. Failure to do so may be cause for rejection of the firm's submittal and consideration of the firm under this RFQ.

A current Qualification Certification with the School Board is required to meet the minimum qualifications necessary for consideration as architect for this Project. Contact Janice Lucas, Planning Technician, Facilities Planning and Business, 3750 Olson Drive, Daytona Beach Florida 32124 for the qualification process.

All questions regarding this RFQ shall be in writing via mail, hand delivery or email to: Steve Grube, Director, Planning and Construction, Facilities Design and Construction, 3750 Olson Drive, Daytona Beach Florida 32124; Email: spgrube@volusia.k12.fl.us.

All written inquiries must be received no later than 3:00 PM on February 15, 2021. Written inquiries will be provided a written response that shall be made available at: <https://www.vcsedu.org/facilities-design/consultant-services>.

Important Dates

- a. Submittal Questions due: February 15, 2021 at 3:00 PM
- b. Submittal due: February 19, 2021 at 3:00 PM
- c. Anticipated Shortlisting: March 1, 2021
- d. Mandatory Site Visit (*shortlisted Firms only*): March 5, 2021
- e. Anticipated Interviews: March 15, 2021

Estimated Construction Budget: \$24,000,000

Projected Design Schedule

- a. Design: June 2021 – May 2022

Projected Construction Schedule

- a. Construction: June 2022 – June 2023

Mandatory Site Visit – Shortlisted Firms Only

A mandatory site visit will be held at Turie T. Small Elementary, 800 South Street, Daytona Beach Florida on March 5, 2021 with shortlisted firms. All attendees must check in as a visitor in the main office. The Firm's representative shall be an authorized employee and shall sign-in accordingly.

Attachments

1. Campus Aerial
2. Shortlist Rating Sheet (template)
3. Architectural Services Agreement

SUBMITTAL GUIDELINES

Submit one (1) original printed and bound submittal and one (1) flash device of the submittal in combined PDF format in the same order as the printed submittal with corresponding bookmarked tabs for navigation.

Submittals are due no later than 3:00 PM on February 19, 2021 and must be clearly labeled showing the name of the submitting firm. Address Submittals to: Janice Lucas, Planning Technician, Facilities Planning and Business, 3750 Olson Drive, Daytona Beach Florida 32124. Selection results will be published online.

Qualification Packages will be scored using Adjectival Rating times a weighted value.
Adjectival Rating: Unsatisfactory (0), Marginal (1), Satisfactory (2), Good (3) and Excellent (4).

Tab 1: Letter of Introduction and Table of Contents (non-scored)

A brief profile of the Firm, including a brief history of the company, location, project team location, corporate structure, ownership interest, and the length of company's existence shall be provided addressed in a letter to Janice Lucas, Planning Technician.

Tab 2: Insurance Forms (non-scored)

Attach evidence of General Liability, Workers' Compensation and Automobile Liability Insurance coverage, or proof of insurability for limits not less than \$2,000,000. If available, a properly completed ACORD Form is preferable.

Tab 3: Availability and Location (weighted value of 5 points)

Provide the addresses, phone numbers and email of the firm's offices from which any part of the Work will be administered. Explain the status of current workload addressing the availability of lead personnel as it relates to the submittal.

Tab 4: Business Structure (weighted value of 10 points)

Corporation, Joint Venture or Partnership - Submit a copy of records from the Florida Department of State, Division of Corporations, indicating when the corporation organized. Provide corporate number, date and status of the most recent annual report. Firms submitting as joint venture shall submit a copy of the joint venture agreement. If a joint venture or prime/subcontractor arrangement of two (2) firms, indicate how the Work will be distributed between the partners.

Time in Business - Length of time the Firm has been in business under current or any previous name.

Capabilities - Size, resources and capabilities of responding entity.

1. Organizational structure of business entity for this program (partners, associates, consultants, subcontractors, other participation).
2. Indicate the depth of staff and capabilities from within the organization that can be drawn upon as needed, to include management, professional, technical and support staff.

Licenses and Certificates – Attach a copy of the Firm’s Business Occupational License and all applicable current State of Florida professional registration license renewals for the Firm’s key professional personnel to be used on the Project. Firm shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The Selection Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida, Department of Business and Professional Regulation, Board of Architecture and Interior Design qualifying the corporation to practice as an Architectural Firm.

Tab 5: Experience and Past Performance (weighted value of 30 points)

Firms may submit any information they deem appropriate for evaluation of past contracted performance which have/had scope of services similar to the services required for this Project.

Detail the experience the Firm has providing architectural services for K-12 educational facility projects.

List all contracts the Firm has provided/is providing architectural services in the past five (5) years, for which the services provided by the Firm are similar to the Project Description detailed in this RFQ. The projects shall be sufficiently comparable so that the District’s Selection Committee may conclude the Firm is familiar with and capable of handling the Project described herein. Preference will be given to projects dealing with K-12 construction of similar size and scope, and to projects that were required to meet the following High Performance Criteria: new buildings will be designed and constructed to meet the High Performance Building Criteria to achieve an energy use intensity (EUI) requirement of 25 or less and a building envelope air leakage maximum of 0.20 CFM/SF.

List contracts in priority order with the most relevant contract first. For each listed contract provide the following information:

1. Contracted name of Owner
2. Owner’s representative name, address, email and phone number
3. Identify the Firm’s key professionals assigned to the contract
4. Project description and scope of services
5. Construction delivery method
6. Relevance to this RFQ

7. Sustainability certifications, if any
8. High Performance Building certifications, if any
9. Owner's construction budget
10. Final construction value and cost per square foot
11. Indicate the number of project change orders and include the following detail:
 - a. Change order increase or decrease amount
 - b. Reason for change order (Owner Requested Changes, Unforeseen Conditions, Design Changes or Building Code Requirements)
12. Contracted substantial and final completion dates
13. Actual substantial and final completion dates (If the project is not complete, indicate the percent complete and whether or not it is on schedule.)

Tab 6: Proposed Project Staff and Functions (weighted value of 30 points)

Firm shall express the general and specific project related experience and capability of in-house staff and their functions as they relate to the Project Description, Scope of Services and High Performance Criteria detailed in this RFQ.

Provide a detailed organization chart describing your proposed organizational structure for this Project, indicating key personnel and their relationship to this Project and other team members.

Firm shall name the proposed staff to be assigned to the Project. Describe their job skills, education, training and experience. Portray the role and function of each within the organization. Firm must include a current Standard Form (SF) 330 (Part II) with information on all professional level personnel that may be assigned to the Project. Staff proposed for this Project should be present for interview.

Firm shall provide resumes for all professional staff assigned to the Project. This is the Firm's opportunity to share with the committee the capabilities of the Firm and assigned staff. Include appropriate construction project related detail in the submittal. An example of such detail is listed below.

1. Name and title
2. Job assignment for other projects
3. Number of years with this Firm
4. Number of years with other Firms
5. Project experience (type of project, dollar value, square footage, etc.)
6. Education
7. Active registrations and certifications
8. Other experience and qualifications that are relevant to this Project

Provide supporting office location(s), address(es), email(s) and telephone number(s).

Tab 7: Workload (weighted value of 10 points)

As part of the evaluation criteria, the Committee will review the Firm's current workload provided in the submittal.

Firm shall provide a list of outstanding projects, client names, status of completion, dollars committed on open projects and overall workload with other Owners.

Tab 8: Project Approach (weighted value of 25 points)

Describe the methods the Firm will employ for the following tasks taking into consideration the Owner may utilize the services of a Construction Manager:

1. Site Analyses
2. Community Engagement
3. Design Reviews and Coordination
4. Permitting
5. Scheduling, Phasing and Budgeting
6. Contract Administration

Tab 9: References (non-scored)

Provide a minimum of three (3) reference letters from Owner Representatives for Projects that the Firm has provided / is providing architectural services for public K-12 facilities that are similar to the Project Description this RFQ. Reference letters shall be current, dated within three (3) years of this solicitation. The reference letter from the Owner Representative must be provided on company letterhead, and include details regarding the Firm's role, level of service provided and how cost competitive the Firm was when negotiating cost proposals. Letters from School District of Volusia County staff shall not be considered. If evaluation data is available, School District staff will provide input on the Firm's past work performance.

Tab 10: Litigation (non-scored)

Identify all litigation in which the Firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a client for claims in excess of \$100,000.00. Include a brief description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which the Firm took to attempt to settle the matter prior to and after suit being filed.

Describe in detail any projects within the last three years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against the Firm.