

**Clay County Board of Education
Clay, West Virginia**

**REQUEST FOR STATEMENT
OF
QUALIFICATIONS**

**ARCHITECTURAL/ENGINEERING
DESIGN SERVICES**

*Possible Design of a Multipurpose Facility,
Repair and Rehabilitation of Football Field,
Gymnasium, and Related Facilities*

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SECTION I – INTRODUCTION

The Clay County Board of Education is inviting qualified firms to submit a Statement of Qualifications (SOQ) for providing Architectural/Engineering design services for possible design of a new multipurpose facility, repair and rehabilitation of a football field, gymnasium, and related facilities.

SECTION II – REQUEST FOR QUALIFICATIONS

Qualified architectural/engineering design firms may submit a statement of qualifications to provide architectural/engineering design services for the above referenced project(s). These services will include design and construction administration and the county board of education will be using the process as required in West Virginia Code 5G-1-3. Submitting firms must follow the instructions as provided in Section IV of this document. All firms submitting proposals will be considered and those firms considered most qualified will be short-listed and will be interviewed by the selection committee for further qualifications.

SECTION III – SCOPE OF SERVICES

Traditional Design and Construction Administration Services will be required. Project programming will be performed by the School Building Authority (SBA) and the owner, Architect will provide support during the planning phase as required when design or architectural elements are discussed. The scope of services will also be modified to comply with SBA Policy requirements; amending the basic services agreement between the owner and architect. All services will be performed by qualified professionals in collaboration with the county administrative staff and the SBA.

SECTION IV – STATEMENT OF QUALIFICATIONS

The architectural or engineering firm will be selected through a qualifications-based selection process. Firms interested in providing design and construction phase services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information

(10 points)

1. Provide a general description of the firm that is proposing to provide services.
Explain the legal organization of the proposed firm.
2. Provide an organization chart showing numbers and types of key personnel that will be providing design and construction phase services for this project.
3. Provide a list of sub-consultants along with their experience and qualifications.
4. Provide information on Small Business Administration certifications of the firm, if applicable.

B. K-12 Design Experience**(25 points)**

1. Identify at least three comparable projects in which the firm served as the architect of record for the design and construction phases of the projects. For each comparable project identified, provide the following information using the outline provided:
 - a. Description of Project
 - b. Specify Services Provided
 - c. Design Contractual - Dates / Construction Completion Dates
 - d. Project Owner
 - e. Reference Information
(Names and Telephone Numbers of Contacts for each Project)
2. List all K-12 Projects the firm has provided Design Services on over the past five (5) years.
3. Describe experience with SBA Projects and the application of SBA Policies and Procedures.
4. Describe the firm's knowledge and experience of SBA Policy and Procedures and the State Board of Education's Policy 6200 Handbook on Planning School Facilities.
5. Indicate your firm's willingness to review, with the owner, previously designed school projects and to consider prototyping the design with adaptations for this project.

C. Experience of Key Personnel to be Assigned to this Project**(30 points)**

1. Provide a list of all key personnel that will be assigned to this projects and describe the roll each key personnel will be playing in the projects assigned.
2. List key persons that will be assigned to this project that are:
 - a. Licensed Architects, Engineers or Land Surveyors
 - b. Construction Administrators
 - c. Work on Similar project and scope
 - d. Experienced in the use of Building Information Modeling
3. List any proposed consultants, including key staff names and the experience and qualifications of these individuals or firms, including Small Business Administration certifications, as appropriate.

D. Project Approach and Understanding**(25 points)**

1. Discuss the major issues your team has identified as potentially emerging on this project and how you intend to address those issues.
2. Describe systems used for tracking and managing design, processing submittals and shop drawings and construction administrative responsibilities.
3. Describe the firm's design quality control program strategies

E. Project References

(10 points)

Provide reference letters from previous projects from the Owner, or Owner's representative, **directly responsible for oversight or the project**. Describe the project and services provided for these references. Attach the references to the SOQ Tabbed as **Section E**.

The Review Committee will provide overall evaluations of the firm and its perceived ability to provide the services required. The Review Committee will review the individual evaluation scores and establish a consensus score for each firm. The firms with the highest consensus scores will be considered for contract negotiation.

SECTION V – SUBMITTAL REQUIREMENTS

A. Firms Interested In The Above Project Shall Submit:

1. A Cover Letter expressing interest in Performing Services described within the SOQ.
2. A Statement of Qualifications following the outline describing the content of the SOQ (Section IV, A-E), which is a maximum of twenty (20) pages of at least twelve (12) point font to address the SOQ Criteria (excluding cover letter and resumes, but including the organizational chart).
3. Resumes for each Key Team Member (limited to a maximum length of two pages each) and **attached as an Appendix** to the SOQ.
4. Previous Project Reference Letters **attached as an Appendix** to the SOQ.

Must provide: **one (1) original and five (5) copies of the SOQ's total of six (6)** ; on or before the time and date listed below in the schedule under SECTION VI of this SOQ.

On the submittal package Display: Firm Name and Project Title: **“Clay County Board of Education – Statement of Qualification for Architectural/Engineering Design Services” for the possible design of a new multipurpose facility, repair and rehabilitation of a football field, gymnasium, and related facilities.**

To request a copy of the “Statement of Qualification” requirements contact:

Jennifer Paxton, Treasurer
Clay County Schools
PO Box 120
Clay, WV 25043
Phone: 304-587-4266

Email Address: Jennifer.Paxton@k12.wv.us

Interested firms may submit their qualification in a bound format tabbed with individual sections of the proposal matching the outline of the SOQ. Submit proposals to:

Jennifer Paxton, Treasurer
Clay County Schools
PO Box 120
Clay, WV 25043

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal after the specified cut-off date; time and place
- Failure to provide the minimum number of originals and/or copies of the submittal specified.
- Submission of electronic copies only of the submittals
- Failure to submit the SOQ in the format requested in Section V of the document.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½”X11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages, twenty (20). The Clay County Board of Education reserves the right to accept or reject SOQs that exceed the maximum 20 page limit.

SECTION VI – TENTATIVE SCHEDULE AND FEE NEGOTIATIONS

A Selection Committee will evaluate each SOQ according to the above criteria. The following tentative schedule has been prepared for this evaluation and selection process:

ANTICIPATED SCHEDULE

Advertisement	April 20, 2017
Last Day to Submit -Expression of Interest	May 5, 2017
Last Day to Address Questions	May 5, 2017
Statement of Qualifications Due	May 5, 2017
County & SBA Authority Review of Firm(s)	May 8 - 12, 2017
Interviews	May 15 - 19, 2017
Selection of Firm(s)	May 22, 2017
County & SBA Authority Review of Contract(s)	May 23 – June 9, 2017
Execution of Contract	June 12, 2017

The Owner will enter into negotiations with the most qualified firm and execute a contract upon completion of negotiation of fees and contract terms. If the Owner is unsuccessful in negotiating a contract with the committee selected most-qualified firm, the Owner will then negotiate with the next most qualified firm in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all firms on the final list. Once negotiations reach an

impasse with a firm, the owner will terminate the fee negotiations with that firm and will not return to that firm for any renegotiations.

SECTION VII – GENERAL INFORMATION

Instructions: The Owner shall not be held responsible for any oral instructions. Any changes to this Statement of Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Contract: The Owner shall provide a contract to the firm(s) finally selected, which shall constitute the entire agreement between the two (2) parties. The standard AIA Agreement between the Owner and Architect will be executed. Should a Construction Manager be used on this project the AIA Standard Form of Agreement between the Owner and Architect Construction Manager Version will be executed.

Contact with Evaluation Team and/or Owner: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, the Clay County Board of Education, other county staff and SBA. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact during this selection process must be addressed to the authorized representative identified below:

**Joe Paxton, Superintendent
Clay County Schools
PO Box 120
Clay, WV 25043
(304) 587-4266**

**This concludes the Statement of Qualifications for the
Architectural/Engineering Design Services**