\_\_\_\_\_\_\_\_\_\_ County Board of Education

\_\_\_\_\_\_\_\_, West Virginia

# Request for Statement of Qualifications

Architectural / Engineering Design Services

# Project Name, Location

### Date 1, 2021

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# Section I – Introduction

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Board of Education is inviting qualified firms to submit a Statement of Qualifications (SOQ) for providing Architectural / Engineering (A/E) design & construction administration services for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is a project funded by the School Building Authority of West Virginia (SBA).

# Section II – Request for Qualifications

Qualified Architectural or Engineering design firms may submit a Statement of Qualifications (SOQ) to provide architectural / engineering design services for the above referenced project(s). These services will include design and construction administration and shall follow all School Building Authority procedures and requirements. The county board of education shall use the process outlined in [W.Va. Code §5G-1-3](https://code.wvlegislature.gov/5G-1-3/) for a qualification-based selection process for hiring design services. Submitting firms must follow the instructions as provided in Section IV of this document. All firms submitting proposals will be considered. Those firms deemed most qualified by the BOE’s selection committee will be short-listed and will be interviewed by the committee for further evaluation.

# Section III – Scope of Services

Traditional Design and Construction Administration Services will be required per the requirements of the SBA Policy & Procedures Handbook. All services will be performed by qualified professionals in collaboration with the county administrative staff and the SBA.

The creation of an Educational Specification and a Program of Spaces shall be administered by the County and may include support and input from the SBA staff; however, the A/E shall provide support during the Planning Phase as required.

# Section IV – Statement of Qualifications

The successful Architectural / Engineering design team shall be selected through a qualification-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.

## 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:
   1. Description of Project
   2. Specify Services Provided
   3. Design Contractual - Dates / Construction Completion Dates
   4. Project Owner
   5. 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, including the accountability-centered changes that were implemented in 2019.
4. Describe the firm’s knowledge and experience of SBA Policy & Procedures Handbook and the WVDE Policy 6200 – Handbook on Planning School Facilities.
5. Indicate the 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 project and describe the role each key person will be playing in the project.
2. List key persons that will be assigned to this project that are/have:
   1. Licensed Architects
   2. Construction Administrators
   3. Work on Similar project and scope
   4. 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.

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

1. Discuss the major issues your Design Team has identified that may potentially emerge 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.
4. Describe the methods of accountability tracking regarding SBA Policy Requirements and requirements of the Contract Documents.

## 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 in both the SOQ submission and the Interview will be considered for contract negotiation.**

# Section V – Submittal Requirements

**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 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.

## Additional Submission Requirements:

* Firms must provide: one (1) original and three (3) copies of the SOQ’s total of four (4) ; 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: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Board of Education – Statement of Qualification for architectural/Engineering Design Services” for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* To request a copy of the “Statement of Qualification” requirements contact:

*Insert Name, Title and Address of person receiving proposals*

*Phone: 304- -*

*Email Address:*

* 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:

*Insert Name, Title and Address of person receiving proposals*

## Conformance Warning:

Please be advised that all Statement of Qualification requirements shall be strictly enforced. Failure to comply with the following criteria may be grounds for disqualification:

* 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). However, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education reserves the right to accept or reject SOQs that exceed the maximum 20-page limit.

# Section VI – Tentative Schedule and Negotiation Process

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 | (Insert Proposed Dates for each line) |
| Last Day to Submit -Expression of Interest |  |
| Last Day to Address Questions |  |
| Statement of Qualifications Due |  |
| County & SBA Authority Review of Firm(s) |  |
| Interviews |  |
| Selection of Firm(s) |  |
| County & SBA Authority Review of Contact(s) |  |
| Execution of Contract |  |

## Negotiation Process

The County Board of Education (Owner) shall 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 County and the successful A/E shall enter into an agreement using the standard AIA B101-2017 Standard Form of Agreement Between the Owner and the Architect and the SBA Supplementary Conditions to AIA B101-2017 (SBA Form 300). 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 \_\_\_\_\_\_\_\_\_\_\_\_\_ 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:

*Insert person’s name, title and contact information here that shall address questions.*

**This concludes the Statement of Qualifications for the**

**Architectural/Engineering Design Services**