



POLK COUNTY SCHOOLS REQUEST FOR QUALIFICATIONS: Architectural Services

Polk County Board of Education is seeking proposals from qualified and experienced architectural teams to provide architectural and engineering services for our school system. Design services will be procured through a qualification-based selection process in accordance with applicable state law (including G.S. 143-64.31, G.S. 143-64.32, and G.S. 115C-521) and federal grant management guidelines (2 CFR Part 200).

Firms providing responses shall be licensed in North Carolina and responsible for complying with North Carolina laws, regulations, and local ordinances.

Scope of Work: Polk County Schools will be completing a renovation of Tryon Elementary School to add a new preschool classroom annex. The newly constructed annex will contain at least five (5) classrooms, a workroom, laundry facility, playground, and student drop off area. The annex is estimated to be 11,000-12,000 square feet.

The full scope of this project will be determined based on the project's final budget and approval by the Board of Education. Polk County Schools will not reimburse respondents for costs incurred in the preparation and submission of a statement of qualifications or for the preparation and submission of additional information that may be requested during the selection process.

The committee will consider qualifications and experience. The Firm will be selected based upon a qualification-based selection process.

At a minimum, include the following in the RFQ response:

- (1) A brief description of the firm and its program of services.
- (2) The project team and the individual qualifications of each member of the team.
- (3) A list of recent related projects experience, in addition, each project must have client contact information.
- (4) A presentation for the committee exhibiting past projects.

In selecting a designer, the selection committee will consider qualification factors including:

- (1) Specialized or appropriate expertise in this type of school project
- (2) Past performance on similar projects
- (3) Adequate staffing and proposed design or consultant team for each Project
- (4) Current workload and previous State projects awarded
- (5) Proposed design approach for each Project including design team and consultants
- (6) Recent experience and project costs and schedules
- (7) Construction administration capabilities
- (8) Familiarity with the location of where each Project's construction will occur
- (9) Record success in completing similar projects without legal or technical problems, within budget and on schedule

Polk County Public School reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Polk County Public Schools

In order to be considered all responses must be submitted in writing no later than **April 6, 2022**. Firms mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the response to the Polk County Board of Education on or before the specified time and date is solely and strictly the responsibility of the responding firm. The Polk County Board of Education will in no way be responsible for delays caused by any occurrence.

Responses may be hand carried or mailed to:

Polk County Board of Education
Attn: David Scherping, Asst. Superintendent
Stearns Education Center
PO Box 638
125 East Mills Street
Columbus, NC 28722
Phone: 828-394-3051

Under no circumstances shall contacts be made with other Polk County Schools personnel or members of the Polk County Board of Education regarding this Request for Qualifications and selection process. Professional services will be rendered using the Polk County Schools architect/owner contract, a copy of which is attached below.