



May 13,2021

612 South College Street
Cedartown, Ga 30125

REQUEST FOR QUALIFICATIONS (RFQ)
For
Architectural Services
RFQ 2021-2025

QUALIFICATIONS TO BE RECEIVED BY June 15, 2021

I. OVERVIEW

Polk School District (PSD) invites you to submit your firm's qualifications for furnishing Architectural Services for proposed projects identified in SPLOST VII. As a point of reference, the SPLOST VII referendum will be November 2nd, 2021. The school district has positioned itself to award design services on various projects, contingent upon a successful passage of SPLOST VII. It is anticipated that over \$25 million may be awarded in construction projects included in this program, should the SPLOST VII be approved.

II. RFQ PROCESS AND TIMELINE

Polk School District (PSD) is seeking qualified architectural firms interested in working as a part of the SPLOST VII program. Accordingly, please submit by sealed envelope your firm's statement of qualifications, **no later than the end of business on June 15, 2021**. Evaluations and rankings will be performed by a committee by June 30, 2021. Following completion of the initial evaluations and rankings, then up to three firms best qualified may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview, in the sole and absolute discretion of the Committee. Any such interviews and/or presentations are expected to be scheduled on or before July 15, 2021. Information on the interview/presentation will be provided to the firms selected. The PSD anticipates making a selection of an architectural firm on or before August 3, 2021

III. SCOPE OF SERVICES

PSD is seeking qualified architectural firms capable of providing full architectural services for programming, design, cost estimating, and preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration,

periodic inspections by engineers employed by the architect, final inspection and project acceptance for the proposed projects listed herein. Fees will be negotiated on a project by project basis.

Projects in this program are scheduled to be designed and constructed over the course of the next four years. Note that certain projects will be submitted to the Georgia Department of Education for reimbursement under the Capital Outlay Program, and will require compliance with the requirements of this program.

IV. STATEMENT OF QUALIFICATIONS

The statement of qualifications shall contain the following:

A. The name, address, date and state(s) of incorporation or formation of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.

B. Evidence of insurance coverage, as follows:

- Workers Compensation Insurance - \$1,000,000
- General Liability Insurance in the amount of at least 1,000,000 per occurrence
- Automobile Liability insurance in the amount of at least \$1,000,000 for each occurrence
- Professional Liability insurance in an amount that correlates to the amount of this agreement and nature of work required for the project involved
- Errors and Omissions Insurance in an amount that correlates to the amount of this agreement and nature of work required for the project involved.

All such insurance policies shall provide that they not be canceled without (30) days prior written notice to the PSD, Attention: Jeff Little, 612 S. College Street.

Cedartown, GA 30125. The PSD shall be named as additional insured under the insurance policies upon contract award.

C. Names, qualifications, locations, experience, and availability of principal staff and/or consultants who would be assigned to the project.

D. Fee schedules (hourly) for key personnel and reimbursable expenses.

E. Experience and capabilities of the firm or firms to carry out the proposed work, with particular emphasis on K-12 projects.

F. Recent experience of the firm with similar projects involving all aspects of the proposed projects, with particular emphasis on K-12 projects.

G. At least five (5) references directly related to the requirements of these proposed projects, with particular emphasis on prior K-12 projects.

H. A brief description of the firm's general approach to the proposed project and a tentative schedule.

I. Compliance with the Georgia Security and Immigration Compliance Act of 2007, O.C.G.A. Sections 13-10-91, et. seq. and 50-36-1, et. seq. (E-Verify).

I. Any other information that the respondent wishes to submit for consideration.

V. EVALUATION

All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, multi-use planning, and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. K-12 Public school design and building experiences are preferred.

VI. PROPOSED PROJECT LIST

- Priority 1: Rockmart High School Fine Arts Building
Cedartown High School Multi-purpose Gymnasium
Artificial Turf Installation at Cedartown and Rockmart High Schools
- Priority 2: Upper Level Gymnasium Renovations at Rockmart High School
Restroom upgrades at Cedartown and Rockmart High Schools
Flooring, Base, and Ceiling Tile Replacement All Schools
- Priority 3: All Schools HVAC and Roofing Replacement
All Schools Technology Upgrades
Cherokee Elementary Car and Bus Rider Canopies

VII. MISCELLANEOUS PROVISIONS

The PSD shall not be responsible for any costs incurred in the preparation of the statement of proposals or other related activities.

All questions shall be submitted in writing (e-mail or fax are acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.

All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America. All such materials shall remain the property of the PSD and will not be returned to the respondent.

All respondents to this RFQ shall hold harmless the PSD and any of its officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present proposals. The PSD reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The PSD also reserves the right to waive technicalities and informalities, to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.

In the event that this RFP is withdrawn or the project canceled for any reason, PSD shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

VIII. REQUEST FOR QUALIFICATIONS SUBMISSION

Please submit an original and three (3) copies by sealed envelope, along with an electronic copy saved on a flash drive, of your firm's qualifications to:

Polk School District
Attn. Greg Teems, Assistant Superintendent
612 S. College Street
Cedartown, GA. 30125

No later than **end of business June 15, 2021**

All proposals shall remain valid for 90 days. Emailed or faxed proposals will not be accepted. Any risk of non-delivery shall remain with the bidding party.