



October 31, 2017
612 South College Street
Cedartown, Ga 30125
REQUEST FOR QUALIFICATIONS (RFQ)
For
Architectural Services
RFQ 2017- 1031

QUALIFICATIONS TO BE RECEIVED BY November 14, 2017

I. OVERVIEW

Polk School District (PSD) invites you to submit your firm's qualifications for furnishing Architectural Services for projects identified in SPLOST VI. As a point of reference, the SPLOST VI referendum will be November 7th, 2017. The school district has positioned itself to award design services on various projects after a successful passage of SPLOST VI. It is anticipated that over \$23 million will be awarded in construction projects included in this program.

II. RFQ PROCESS AND TIMELINE

Polk School District (PSD) is seeking qualified architectural firms interested in working as a part of the SPLOST VI program. Accordingly, please submit by sealed envelope your firm's statement of qualifications, no later than the end of business on November 13th. Evaluations will be performed by a committee. Following completion of the initial evaluations, if deemed necessary by the committee, 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. Information on the presentation will be provided to the firms selected.

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. 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.

III. STATEMENT OF QUALIFICATIONS

Name of firm

Address

Names and Title of Respondent

Date of Incorporation

State of Incorporation

Verification of Insurance Coverage

Provide your firms experience in designing K-12 projects

Experience of the architectural firm

Experience of staff members that would be assigned to work with PSD

Experience of consultants that routinely work with firm

Share similar completed work experience

References

IV. PROPOSED PROJECT LIST

Priority 1: Cedartown HS Fine Arts Building

Rockmart HS Ag. Building

Boiler replacement reserve

Priority 2: Cedartown HS south Parking Lot

All Schools HVAC and Roofing

All Schools Technology Upgrades

Priority 3: Cedartown HS/Rockmart HS Tracks

Rockmart HS Concessions

Rockmart HS Press Box

All Schools Technology Upgrades

All Schools HVAC and Roofing

Rockmart MS Concessions/Restroom/Locker Room

Priority 4: Cedartown HS Kitchen/Exterior Renovations

Cedartown HS East and West Parking

Rockmart HS Gym Renovations/Improvements

V. REQUEST FOR QUALIFICATIONS SUBMISSION

Please submit three (3) copies by sealed envelope 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 November 14th, 2017