

	DeKalb County Board of Education Operations Division Sam A. Moss Service Center 1780 Montreal Road Tucker, GA 30084-6705
---	--

REQUEST FOR QUALIFICATIONS (RFQu) No. 24-752-008
for
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR
IDLEWOOD ELEMENTARY SCHOOL AND MURPHEY CANDLER ELEMENTARY SCHOOL

Project: **Idlewood Elementary School & Murphey Candler Elementary School HVAC Systems Replacement and Renovations**

DCSD Project Nos.: **233-36 & 201-36**

Owner: **DeKalb County Board of Education (the “Board”)**

Solicitation Timeline Summary (Subject to Change)

EVENT	DATE(S)	TIME	LOCATION
Solicitation Opens	October 5, 2023		http://dekalbschoolsga.ionwave.net
Virtual Mandatory Pre-Submittal Conference	October 17, 2023	11:00 AM	Via TEAMS
Optional Site Visit	Upon Request	TBA	Idlewood –1484 Idlewood Road, Tucker GA Murphey Candler–6775 S. Goddard Road, Lithonia, GA
Final Questions Due	October 23, 2023	2:00 PM	dcsd-op-bidquestion@dekalbschoolsga.org
Final Addendum	October 30, 2023	2:00 PM	http://www.dekalbschoolsga.ionwave.net
Statement of Qualifications Due Date & Time	November 7, 2023	2:00 PM	http://dekalbschoolsga.ionwave.net
Public Acknowledgement	November 10, 2023	5:00 PM	http://dekalbschoolsga.ionwave.net
Selection Committee Evaluation	November 13 – 17, 2023		
Shortlist Finalist Notified (If Interviews are Conducted)	N/A		Public Notice of Short List will be posted to the DCSD website by close of business
Anticipated Interviews Conducted (If Requested)	N/A		
Anticipated Board Review and Approval	January 8, 2024		
Anticipated Notice of Award	January 22, 2024		
Anticipated Notice to Proceed	March 1, 2024		

Request for Qualifications

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR IDLEWOOD ELEMENTARY SCHOOL AND MURPHEY CANDLER ELEMENTARY SCHOOL HVAC SYSTEMS REPLACEMENT AND RENOVATIONS

Qualifications will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net> for **ARCHITECTURAL AND ENGINEERING SERVICES FOR IDLEWOOD ELEMENTARY SCHOOL AND MURPHEY CANDLER ELEMENTARY SCHOOL**, until **2:00 p.m. EST, Tuesday, November 7, 2023**. Qualifications received after the specified time will not be considered. All potential respondents must register as a vendor at <http://dekalbschoolsga.ionwave.net>. **NOTE:** A virtual mandatory pre-submittal conference will be held on **Tuesday, October 17, 2023, 11:00 a.m., EST**, via TEAMS. Attendees must provide the following information by **5:00 p.m., EST on Monday, October 16, 2023**:

1. Individual Name and Title
2. Company Name
3. Telephone Number
4. Email Address

This information must be sent to dcsd-op-solicitation@dekalbschoolsga.org. A meeting link will be sent to all registered attendees no later than **10:30 a.m., EST on Tuesday, October 17, 2023**.

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Professional Architectural and Engineering Services for the DeKalb County School District.

Table of Contents

Section	Description	PAGE
	Request for Qualifications:	
1.0	Project Description.....	5
2.0	General Scope of Work	5
3.0	Requirements	9
4.0	Statement of Qualifications	10
5.0	Initial Screening Criteria.....	12
6.0	Interview and Presentation	15
7.0	Selection Process	16
8.0	Schedule.....	17
9.0	General Instructions.....	18
10.0	Terms and Conditions.....	19
	RFQu Advertisement.....	22
	Exhibit A	

Attachments (separate file from RFQu)

Attachment A	A/E Checklist and Certification
Attachment B1	Corporate Certificate
Attachment B2	Partnership Certificate
Attachment B3	Entity Certificate
Attachment C1	Design Fee Form-Idlewood Elementary School
Attachment C2	Design Fee Form-Murphey Candler Elementary School
Attachment D	Offeror's and Individuals' Affidavit of Noncollusion
Attachment E	Conflict of Interest Disclosure Affidavit
Attachment F	Consent to Release Information
Attachment G	Immigration and Security Certification
Attachment H	No Submittal Response

Appendices (separate file from RFQu)

Appendix A1	2021 Comprehensive Facility Assessment Report – Idlewood Elementary School
Appendix A2	2021 Comprehensive Facility Assessment Report – Murphey Candler Elementary School
Appendix B	Design Review-Minimum Submittal Requirements (SCL >\$2M)
Appendix C	DCSD Elementary School Educational Specifications
Appendix D	DCSD Design Guidelines for Facility Construction
Appendix E1	Aerial Image – Idlewood Elementary School
Appendix E2	Aerial Image – Murphey Elementary School
Appendix F1	Floor Plan – Idlewood Elementary School
Appendix F2	Floor Plan – Murphey Candler Elementary School
Appendix G	Owner's Master Schedule
Appendix H1	Standard Form of Contract for Architectural Services–Idlewood Elementary School
Appendix H2	Standard Form of Contract for Architectural Services-Murphey Candler Elementary School
Appendix I	Acknowledgement of Conflict-of-Interest Policy and Disclosures
Appendix J	2023-2024 School Calendar

REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR
IDLEWOOD ELEMENTARY SCHOOL AND MURPHEY CANDLER
ELEMENTARY SCHOOL

BACKGROUND

DeKalb County School District currently enrolls about 93,000 students (October 2022) in 138 schools/programs: 118 neighborhood schools, 12 choice and specialty schools/programs (magnet, theme, special needs, etc.), and 8 DCSD-sponsored charter schools (that are operated by others). The District owns 157 facilities: 130 school facilities, 5 support facilities, 5 stadiums, 11 vacant facilities or sites, and 8 properties leased to charter schools or other organizations. With over 15 million in building gross square footage, and 15,400 employees, DeKalb is the third largest system in the State of Georgia (in terms of students), with the largest number of school facilities in the State.

Since 1997, the Owner has utilized Education SPLOST (Special Purpose Local Option Sales Tax) funds as the primary funding source for its capital improvement programs (CIP). On November 22, 2021, the DeKalb County voters approved the Owner's sixth E-SPLOST program. It is anticipated that approximately \$700 million will be available to fund the District's 2022-2027 Capital Improvement Program through the utilization of the approved SPLOST funds, in conjunction with the State of Georgia's Capital Outlay Program.

A copy of the CIP Summary and more detailed information regarding the CIP can be obtained on the District's website at www.dekalbschoolsga.org/e-splost/

PURPOSE

The purpose of this RFQu is to solicit proposals from qualified Architect/Engineer firms to provide professional design services. This solicitation is specifically for the design of a HVAC system replacement and renovations at an elementary school. Final documents will become the property of DCSD.

The scope of work for this RFQu includes the full professional architectural and engineering services for DCSD Project, 233-36 (Idlewood Elementary School) and 247-36 (Murphey Candler Elementary School). **The 2021 Comprehensive Facility Assessment Report** (Appendix A) is attached as a guide in determining the priority of needs for the improvements.

The anticipated construction delivery method for this project is CM at Risk. The selected Architect/Engineer shall provide professional services for the project as described below in Section 2 of this RFQu.

The Stated Cost Limitation (SCL) and estimated construction budget for Idlewood Elementary School is **\$20,000,000** DCSD has determined that the stipulated fee the Architect will receive for this project scope will be **6%** of the Stated Cost Limitation for a maximum fee of **\$1,200,000**. This fee is all inclusive and incorporates all reimbursable expenses for this project and is subject to adjustments based on the final guaranteed maximum price.

The Stated Cost Limitation (SCL) and estimated construction budget for Murphey Candler Elementary School project is **\$13,000,000** DCSD has determined that the stipulated fee the Architect will receive for this project scope will be **6%** of the Stated Cost Limitation for a maximum fee of **\$780,000**. This fee is all inclusive and incorporates all reimbursable expenses for this project and is subject to adjustments based on the final guaranteed maximum price.

1.0 PROJECT DESCRIPTION

Idlewood Elementary School

The Idlewood Elementary School campus is located on 10.1 acres at 1484 Idlewood Rd, Tucker, GA 30084. The original campus construction was completed in 1968. A gymnasium building was constructed in 2000. The current size is approximately 72,668 SF. At a minimum the project should meet the **DCSD Elementary School Educational Specifications** (Appendix C), and the **DCSD Design Guidelines for Facility Construction**, (Appendix D).

Murphey Candler Elementary School

The Murphy Candler Elementary School campus is located on 13.8 acres at 6775 South Goddard Rd, Lithonia, GA, 30058. The original campus construction was completed in 1969 with additions in 1975, 1981, and 1990. A gymnasium building was constructed in 2003. The current size is approximately 73,818 SF. At a minimum the project should meet the **DCSD Elementary School Educational Specifications** (Appendix C), and the **DCSD Design Guidelines for Facility Construction**, (Appendix D).

2.0 GENERAL SCOPE OF WORK

Idlewood Elementary School

The anticipated scope of this project is to include but is not limited to the design of the following:

- Replacement of HVAC system throughout the building.
- Replacement of doors and door hardware throughout the building.
- Electrical upgrades
- Replacement of ceilings
- Window Replacement
- Locker removal
- Replace light fixtures with LED fixtures.
- Renovations to Pre-K and Kindergarten classrooms
- Renovations to teacher lounge
- Re-roofing
- Staff and student restroom renovations
- Security Vestibule
- New clock/intercom system
- Renovations to kitchen
- Fire Alarm system replacement
- Fire Sprinkler System
- Improve site storm drainage.
- Renovations to Administration area
- Renovations to IT equipment rooms
- Miscellaneous flooring replacement and painting.

Murphey Candler Elementary School

The anticipated scope of this project is to include but is not limited to the design of the following:

- Replacement of HVAC system throughout the building.
- Replacement of doors and door hardware throughout the building.
- Electrical upgrades
- Replacement of ceilings
- Replace light fixtures with LED fixtures.

- Security Vestibule
- Fire Alarm system replacement
- Miscellaneous flooring replacement and painting.

This is not intended to be an all-inclusive list of the scope of work. The selected Architect/Engineer shall confirm and obtain DCSD approval of full scope of work prior to the start of design.

A formal Notice to Proceed (NTP) shall be provided by the Owner or its designated representative prior to proceeding with each design milestone. The Architect/Engineer will be responsible for confirming the need for these elements and for making recommendations if an element is deemed unnecessary or if a more pressing element is discovered.

For more details on what is expected of the Architect, see the General Services section below.

2.1 General Services

The following generally highlights the services that the Architect and its subconsultants will be required to perform:

A. Design Services

1. Prior to starting Schematic Design, the Architect will perform a preliminary consultation with the Owner including, but not limited to, reviewing the Owner's policies, concepts, objectives, design criteria, schedule, budget, and operational needs for these projects. The Architect will submit within 10 days of NTP, a written report with their proposed recommendations, solutions to problems, etc.
2. The Architect will prepare and submit a Design Schedule that fits within the parameters of Appendix G: Owner's Master Schedule.
3. The Architect will prepare and submit schematic design documents per the requirements of Appendix B: Design Review- Minimum Submittal Requirements and the Architect's Detailed Design Schedule.
4. The Architect will prepare and submit a construction estimate based on the Schematic Design documents. This estimate will be compared with the stated cost limitation (SCL) for this project. If the estimate is more than 5% over the SCL, then the Architect will prepare new schematic design documents and prepare a recovery schedule.
5. The design scope shall be based upon a construction Stated Cost Limitation (SCL) of **\$20,000,000.00** for Idlewood Elementary School and **\$13,000,000.00** for Murphey Candler Elementary School.
6. The Architect will submit documents as outlined below for review by DCSD and the Program Manager.
7. Once Schematic Design Documents are reviewed and approved and upon written direction to proceed, the Architect will proceed with the 30% Construction Document phase per Appendix B: Design Review- Minimum Submittal Requirements and the Architect's Detailed Design Schedule.
8. The process used for Schematic Design Phase as outlined in items #3 – 7 above will be performed for the 80% and 100% CD Phases.
9. The Architect will submit to DCSD and the Project Manager reports, drawings, specifications, and estimates for review according to the chart below:

	Reports	Drawings	Specifications	Estimates
Preliminary Consultation	✓			
Schematic Design	✓★	✓★	✓★	✓
Design Development Phase	✓★	✓★	✓★	✓
Construction Documents – 30%	✓★	✓★	✓★	✓
Construction Documents – 80%	✓★	✓★	✓★	✓
Construction Documents – 100%	✓★	✓★	✓★	✓
Others as required	✓	✓	✓	✓

★This information will be submitted to the GaDOE for review, comment, and approval.

10. The Architect will visit each school site. All areas of the existing facility will be made available to the Architect and it is expected that the Architect will study these areas to fully understand any and all accessible existing conditions. The Architect shall investigate and document any limitations to be resolved during the design process.
11. Coordination with DCSD’s Technology Department is critical during the Design Phase. DCSD’s Technology Department will design the Technology components and the Architect/Engineer will incorporate this design into the contract documents. The DCSD Technology Department will be responsible for the installation of the IT equipment, cabling and wiring. The General Contractor (GC) will be responsible for the supporting infrastructure (conduit, boxes, etc.).
12. Provide complete construction contract documents with professional seals and signatures in accordance with the requirements of the Georgia Department of Education Facilities Services Unit.
13. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable DCSD and GaDOE criteria, along with all federal, state, and local codes and laws.
14. Provide full and complete specifications including Division 1- General Conditions, reflecting current DCSD and GaDOE requirements. Specify materials and equipment that are readily available, in order to avoid delivery concerns during construction.
15. Provide phasing plans, as appropriate, for construction. Include submission to and approval by DCSD and the Fire Marshal for the phased exiting of the facility.
16. Provide design for on-site swing space (modular) as appropriate for the improvement activities; i.e. phasing.
17. Provide design drawings and specifications for demolition of areas, as appropriate.
18. Provide design drawings and specifications for security system (cameras, alarm, card access, motion detectors, recording devices, etc.), and MIS conduit/raceways, as needed. Equipment and cabling design and installation will be provided by approved DCSD vendors, as appropriate.
19. Coordinate entrance design with and obtain approval from the agencies having jurisdiction as appropriate. Provide renderings when exterior modifications to the building are made.

20. Coordinate and design all utility connections (gas, electrical, plumbing, sewer) with local utility provider and obtain necessary approvals. Deposits will be paid for by the District. The Architect will coordinate this effort.
 21. Represent DeKalb County School District by presenting necessary oral and/or graphic presentations to state and county agencies, or any other group having interest in the projects per the direction of DCSD.
 22. Complete all forms and documents in formats required by GaDOE and any other state or county agency.
 23. Each design phase submittal must include a detailed cost estimate confirming that the cost of the design is below the construction SCL for the respective project. **Design estimates will be reviewed by the program manager. If the estimate shows a cost more than 5% greater than the SCL, the Architect must redesign the project to be below the construction SCL at no additional cost to the owner. The Architect will also be required to develop a recovery schedule to complete the design in the original timeframe.**
 24. DCSD has adopted and implemented Trimble Proliance Capital Program Management System (PCM) as the District's project management software. All Contractors with a project construction values exceeding a SCL of \$1 million will be required to use Proliance for that project and the Architect of Record will have to be versed in Proliance in order to review and comment on the contractor's schedule. For construction contracts with values under \$1 million, the Architect will be responsible for posting all project documents from the GC into PCM.
 25. The Architect shall also comply with all activities and terms as outlined in the Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect. (See Appendix H).
 26. Provide the selected GC with three (3) copies of the construction contract documents (specifications and drawings) at the Preconstruction Conference.
 27. The Architect will develop the list of required shop drawings, product data, samples, etc. and issue it to the selected GC. The selected GC will take the list and incorporate it into their project construction schedule.
 28. The Architect is responsible for providing and submitting all permit packages to the proper authorities. The Architect is responsible for pursuing the issuance of the permits until the permit is ready to be issued to the contractor or until the contractor receives a Notice to Proceed (NTP). Once the NTP is received, the Architect will hold a formal meeting to transfer the permit responsibilities to the contractor. The Architect is still responsible for assisting the contractor and for responding to any questions or issues documented by the permitting authorities.
 29. The Architect will update DCSD's state inventory plans at the end of construction.
 30. The Architect will perform Contract Administration for these projects.
 31. The Architect will provide FF&E services for this project as outlined in the Standard Form of Contract for Architectural Services.
- B. Proliance Program Management Software
DCSD has adopted and implemented Trimble Proliance Capital Program Management System (PCM) as the District's project management software. DCSD will issue one license to the successful Architect and expects the

Architect to participate in the management of these projects within the PCM guidelines. This management will be performed in conjunction with DCSD and the Program Manager. This includes but is not limited to:

1. General
 - All documentation will be processed through PCM
 - All meeting minutes will be produced and issued through PCM
 - All questions and answers will be processed through PCM
 - All invoicing – architect's, contractor's, vendors', etc. will be processed through PCM
2. Schematic Design Phases
 - All drawings will be posted in PCM as one package for each phase (one file for SD)
 - The detailed estimate will be posted in PCM for each phase
 - All reports will be posted individually in PCM
3. Construction Document Submittals (50%, 100%)
 - All drawings for the 50% CD submittals will be posted in PCM as one package
 - The detailed estimate will be posted in PCM for the 50% submittals
 - All reports will be posted individually in PCM
 - A detailed estimate is not required at 100% drawings
 - Each individual drawing will be posted to PCM (as individual files) at the 100% drawing submittal
4. Contract Administration
 - RFIs will be processed in PCM
 - Submittals will be processed in PCM
 - Shop drawings will be processed in PCM
 - Samples (color boards, brick, etc.) will be processed outside PCM, but will be tracked by a transmittal inside PCM
 - Invoices will be processed in PCM

3.0 REQUIREMENTS

- 3.1 Firms must meet the following requirements:
 - 3.1.1 Requirements of the Request for Qualifications (RFQu).
 - 3.1.2 It is preferable that the Firm has experience providing A/E services for K-12 public school programs.
 - 3.1.3 Firm must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.
 - 3.1.4 Firms must be knowledgeable of the requirements of Georgia Code.
 - 3.1.5 Firms must be able to demonstrate financial strength appropriate to the scale of Project to be managed.
 - 3.1.6 Statements of Qualifications must be submitted electronically to the School District on or before the time and date indicated in the RFQu.
 - 3.1.7 Statements of Qualifications should be limited to not more than 30 electronic pages. Submissions in excess of 30 electronic pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be part of the evaluation criteria.

- 3.1.8 Statements of Qualification which have not been received by the DeKalb County School District on or before the scheduled receipt time as set forth in the RFQu will not be considered.
- 3.1.9 The selected firm and its sub consultants, will be required to meet the insurance requirements of DCSD.
- 3.1.10 Costs of participating in the selection process, including presentations to the Selection Committee, are solely those of the firm; DCSD will assume no responsibility for any costs.
- 3.1.11 DCSD reserves the right to waive informalities and to terminate the selection process.

4.0 STATEMENT OF QUALIFICATIONS

Required Information and Format

Statements of Qualifications must provide the required information in the following order and format:

- 4.1 Letter of introduction and interest signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the project listed. Letter shall include name of entity submitting, contact name, phone number, e-mail address, fax number and address of firm submitting.
- 4.2 Table of Contents
- 4.3 Compliance Information

This is a compliance section and carries no evaluation points. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

- 4.3.1 The Firm must be properly certified by the Georgia Secretary of State to do business in Georgia at the time of submission.
 - 4.3.1.1 State the legal name of the entity submitting and if Firm submitting is a corporation, joint venture, or partnership. Note: It is understood that if selected for this project the stated entity name will be used in all legal contracting documents derived from this selection.
 - 4.3.1.2 Provide a copy of certification for proper incorporation or registration from Georgia Secretary of State. In the alternative, joint ventures and partnerships should provide a copy of their joint venture or partnership agreement and certification from the Georgia Secretary of State establishing that each joint venture partner or partner is authorized to do business in Georgia.
- 4.3.2 The Firm must be properly registered, licensed, and certified at the time of submission:
 - 4.3.2.1 Firms and sub consultants must be property licensed. Provide copy of current Georgia Professional Registration for Architect/Engineer.
 - 4.3.2.2 If Firm is a joint venture, provide copy of the joint venture agreement and either:
 - a. Copy of current Georgia Professional Registration of the joint venture; or
 - b. A copy of the current Georgia Professional Registration of one of the joint venture partners.

- 4.3.3 The Firm must have been in continuous business for a minimum of five years. Note: If Firm is a joint venture, at least one of the companies comprising the joint venture or partnership must have been in continuous business for a minimum of five years.
- 4.3.3.1 State number of years in business. **If the Firm is a joint venture, state both the number of years that the joint venture has been in business, as well as the number of years that each joint venture partners has been in business.**
- 4.3.3.2 State the location, address, and telephone number of Firm's offices. If the Firm is a joint venture or partnership, identify the location, address, and telephone number of the principal place of business of the joint venture or partnership designated with the Georgia Division of Corporations.
- 4.3.3.3 Submit the names of owners, officers or principals in charge.
- 4.3.4 The Firm must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this selection. "Conflict" or "conflict of interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.
- 4.3.4.1 If any conflicts of interest issues are identified, provide a detailed plan of action on how any existing or potential conflicts of interest will be mitigated in the case your firm is recommended for this project. DCSD at its sole discretion shall determine the adequacy of the plan and whether the conflict will disqualify the firm from consideration for the RFQu. If DCSD determines that the firm will be disqualified due to the conflict, the firm's proposal will not be evaluated or considered by the Selection Committee.
- 4.3.5 The Firm must demonstrate they have the necessary financial resources to complete the project and show their history of working proactively to avoid litigation with Owners.
- 4.3.5.1 **Financial Statement:** The Firm's financial capability is to be expressed in the financial statement (audited financial current within the past twelve months, such as a balance sheet and statement of operations) and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. A certified audit is preferred; however, the Firm's most recent tax return and balance sheet will be accepted. If the Firm is a joint venture or partnership all firms comprising the submitting entity will be required to submit the previously requested documentation.
- 4.3.5.2 **Insurance Capacity:** Firms must provide evidence that they have all insurance coverage's as specified in A/E contract included with this RFQu (See Appendix H).
- 4.3.5.3 **Litigation:** Submit all litigation of any kind involving firm, its officers or directors with a project owner where the total amount in controversy exceeds \$100,000.00 within the last five years. If the firm is a joint venture or partnership submit litigation involving all firms comprising the submitting entity. State the court and location of the litigation.
- 4.3.5.4 **Insurance Claims:** Submit all Errors & Omissions and/or Professional Liability claims filed against the firms' policy in the last two years for the proposal submittal date. The information should include amount and nature of the claim(s).

5.0 INITIAL SCREENING CRITERIA

5.1 Individual Review: Proposal Evaluation Committee (“PEC”) members shall use the Proposal Evaluation Form (Exhibit A) for the RFQu to document their review and evaluation of each Proposal in accordance with the criteria listed below, within their respective areas of experience and knowledge.

5.1.1 Successful Related Architectural Experience (30 points):

Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. This will include evaluating the firm’s performance and quality of work on previous projects.

5.1.1.1 List the projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this Project. (List no more than 10 projects and do not list projects which were not completed by your firm or completed more than ten years ago). Include the following for each project:

- a. Name and location of the project.
- b. The nature of the firm's responsibility on the project.
- c. Project owner's representative name, address, telephone and facsimile number.
- d. Project user's representative name, address and telephone number.
- e. Date project construction was completed.
- f. Size of project (construction gross square feet).
- g. Cost of project (construction cost).
- h. Work for which firm's staff was responsible.
- i. Present status of the project.
- j. Firm's key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQu.

5.1.2 Proposed Project Staff and their Functions (30 points):

The quality, experience and quantity of staff and their functions will be evaluated by the Committee. The Committee will also evaluate the firm’s capabilities to provide service.

5.1.2.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel, their relationship, and **all consultants** to be used on this project.

5.1.2.2 The firm shall name the actual staff to be assigned to this Project, describe their ability and experience, and indicate the function of each within their organization and their proposed role on this Project. **It is the intent that the proposed staff shall be assigned to this Project unless otherwise approved by Owner. The staff shall be present at the time of interview.**

5.1.2.3 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a. Name and title.
- b. Job assignment for other projects.
- c. How many years with this firm. For sub-consultants, list prior projects your firm has worked with sub-consultant.
- d. How many years with other firms.
- e. Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- f. Education.

- g. Active registrations (if any).
- h. If submitting as a joint venture or partnership, include the assigned staff for the joint venture or partnership and indicate which of the joint ventures or partners employs the staff member.

5.1.3 Workload (15 points):

As part of the evaluation criteria, the Committee will review the firms and their sub-consultants current workload. If the submitting firm is a joint venture, the Committee will review the current workload of each of the firms comprising the submitting entity. A maximum of ten points will be awarded based on an evaluation of the firm's total workload and capacity to perform the work.

- 5.1.3.1 Firms and their sub-consultant(s) shall provide a list of outstanding projects, client names, status of completion, anticipated completion date, and dollars committed on open project workload. Furthermore, if the submitting firm is a joint venture they shall also include projects for each firm comprising the joint venture.

Definition of sub-consultant as it relates to this selection process: An individual and/or firm contracted or to be contracted by the submitting entity to provide services related to or part of those which this will be required as part of this selection process.

5.1.4 Equitable Distribution (10 points):

In an effort to consider the equitable distribution of work, the Committee shall evaluate data showing dollar amounts of contracts and projects awarded by DCSD to the submitting firm(s). In the case of submittals received by joint ventures the contracts and projects awarded to each of the firms comprising the joint venture will be included in the calculation of the projects currently under contract and those awarded by DCSD. Furthermore, this calculation will include all contracts and projects awarded to the submitting firm either as a joint venture or as a separate entity, whereby the submitting firm(s) was one of the entities included in the award and contract. The chart below will be used to award a maximum of 10 points based on the combined dollar amount of projects currently under contract, as well as those awarded by DCSD, but not yet under contract. For those projects already under contract, the contract amount will reflect the dollar amount of the contract value, not including amendments. The projects taken into account in the calculation will be those awarded by the Owner within two (2) years prior to this solicitation opening. For projects recommended but not yet awarded, the contract value will reflect the estimated fee based on the budget listed within the RFQu for which the firm was selected. This single score will be allocated to each firm by the Selection Process Facilitator and added to the cumulative score the committee members.

Contract Value Awarded/ Recommended by DCSD	Point Value
Up to \$100,000	10 points
\$100,001 to \$500,000	8 points
\$500,001 to \$1,000,000	6 points
\$1,000,000 to \$2,000,000	4 points
Greater than \$2,000,000	0 points

5.1.5 DESIGN FEE (0 POINTS):

Design fee is **NOT** included in the Selection Criteria.

- 5.1.5.1 Indicate your proposed Design Fee for the Services and Work as required by the Proposal Documents and the Owner's Agreement. Use Owner's Design Fee Form (Attachment C) included in this Request for Qualifications.

- 5.1.5.2 Indicate any breakdown of the proposed Design Fee as required by the attached form.

5.1.5.3 Acknowledge receipt of addendum, if any.

5.1.5.4 All blanks shall be filled in and shall be filled in by typewriter or manually and legibly, in ink. Interlineations, alterations and erasures must be initialed by the signer of the Proposal.

5.1.6 References (15 points):

The Firm must demonstrate a positive relationship with prior clients on similar projects.

5.1.6.1 The firm shall submit a minimum of three (3) written recommendations from previous owners and discuss their strategy to provide a positive working relationship with DCSD. This strategy must include actual examples of how the firm has demonstrated their cooperation with other Owners. DCSD reserves the option of contacting any of the references provided to confirm information provided.

5.1.6.2 DCSD staff will provide input on a firm's past work performance, this information includes but is not limited to the number of warranty requests and responsiveness, contract and process compliance, and information from the DCSD contractor evaluation process if available.

5.2 Group Review. The PEC members shall meet and discuss the Proposals. The goal of this review is to allow each PEC member the opportunity to fully discuss the Proposals and to identify any information in the proposals deemed by the PEC member to be significant to the evaluation. At the conclusion of this meeting, each PEC member shall render his or her final scores for each proposal and submit his or her Proposal Evaluation Form to the Selection Process Facilitator.

5.2.1 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and shall determine the five (5) highest scoring firms (unless otherwise determined) based on the total evaluation scores received. In the event of a tied score for fifth place, all such tied firms shall be included in the short list.

5.2.2 Short List Recommendation. The Selection Process Facilitator shall forward the PEC's short list recommendation to the Chief Operating Officer ("the COO"). The COO, in his or her sole discretion, can either accept the short list recommendation or reject the short list recommendation. If the COO accepts the recommendation, the selection process proceeds as noted below. If the COO rejects the short list recommendation, he or she, in his or her sole discretion, can proceed in any of the following methods: directing the Selection Process Facilitator to recommence the selection process at whatever stage the COO deems appropriate (including the Individual Review stage or the Group Review stage); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project by an alternative method or abandon the project, DCSD shall provide public notice of this decision.

5.2.3 Notice of Short List. Once the PEC's short list recommendation has been accepted by the COO, the Selection Process Facilitator will notify all submitting firms of whether or not they appear on the short list and shall provide public notice of the short-listed firms.

5.2.4 The short-listed firms shall then be invited for interviews before the PEC, which will be scheduled within three (3) business days of notification.

6.0 INTERVIEWS AND PRESENTATION

6.1 At the time of its scheduled interview, each short listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall include, but is not limited to, the following:

6.1.2 Overall Approach, Methodology, & Knowledge of the Site (30 points):

6.1.2.1 The firm shall provide information regarding its knowledge of local codes and ordinances, as an indication of its ability to deliver quality workmanship in an effective and timely manner.

6.1.2.2 The firm shall demonstrate verbally and graphically its plan for performing the Architectural/Engineering Services, documenting the services to be provided and showing the interrelationship of all parties.

6.1.2.3 The firm shall present their quality assurance program. The program shall illustrate how they will assure professional quality, technical accuracy, and coordination of all services require under their contract.

6.1.3 Project Team (25 points):

The firm shall express the general and specific project related experience and capability of in-house staff and sub consultants and their functions as it relates to this project.

6.1.3.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. **It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQu response actually executes the Project.**

6.1.3.2 If a joint venture, or prime subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

6.1.4 Cost Control (25 points):

6.1.4.1 Describe how you develop cost estimates, and how they are updated, providing specific examples of successful recommendations implemented and cost containment strategies utilized to maintain project budgets without sacrificing quality. Describe and explain the benefits to the Owner.

6.1.5 Project Scheduling (20 points):

6.1.5.1 As part of the project approach, the firm shall propose a process for scheduling multiple projects and effectively managing and executing the work in the optimum time. Provide a sample schedule and describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

6.1.5.2 The firm shall describe any representative current projects and the projected versus the actual schedule for each.

6.2 Interview

- 6.2.1 The short-listed firms shall be invited for interviews before the PEC. At the time of its scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall be identified in the RFQu.
- 6.2.2 The PEC shall schedule a separate interview for each short-listed firm. As part of its interview, and at the Selection Process Facilitator's discretion, each firm shall make a short oral presentation.
- 6.2.3 After the PEC has interviewed all the short-listed firms, the PEC shall reconvene for the PEC members to discuss the interviews and review each presentation. At the end of this discussion, PEC members shall use the Presentation Evaluation Forms to record their evaluation of each short-listed firm, and then submit the Presentation Evaluation Forms to the Selection Process Facilitator.
- 6.2.4 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and determine the PEC's ranking of the short-listed firms based upon the total scores assigned to each firm for the presentation stage. If the ranking results in a tied score for the number one or number two ranked firms, additional information shall be requested from the tied firms and presented to the committee. The committee will score the firms based on the responses to the additional information.

- 6.3 Submittal of recommended highest ranked firm. The Selection Process Facilitator shall submit the highest ranked firm recommended by the PEC to the COO for approval. The COO, in his or her sole discretion, shall either accept the results of the PEC's ranking recommendation and forward it to the Board of Education for approval or reject the results of the ranking recommendation. If the COO accepts the ranking recommendation, the approval process continues as noted below. If the COO rejects the results of the ranking recommendation, he or she, in his or her sole discretion, shall proceed with any of the following methods: directing the PEC Selection Process Facilitator to recommence the selection and ranking process at whatever stage the COO deems appropriate (including the Individual Review stage, the Group Review stage, or the Interview process); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project through an alternative method or abandon the project all together, DCSD shall provide public notice of that decision.

Upon the COO's approval of the PEC's recommendation, an agenda item shall be prepared and put on the next available agenda for the Board of Education review and approval.

7.0 **SELECTION PROCESS:**

- 7.1 The Proposal Evaluation Committee ("PEC") shall be established by the COO. The COO, or his designee, shall approve the members of the PEC, to include the following:
 - 7.1.1 At least three (3) DCSD staff persons with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer from their respective divisions, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals, and on an as needed basis, those that include property, surveying and environmental.

- 7.1.2 At least one (1) member of the SPLOST CIP staff with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals.
 - 7.1.3 Such other staff person(s) as deemed appropriate by the COO, or his designee, in order to ensure that the PEC includes persons with experience and knowledge in the contractual services being sought, for the purpose of evaluating and scoring only those elements of the responses that relate to the person(s)' area of experience and knowledge.
 - 7.1.4 Membership of the PEC may include representation from other public or private entities or others deemed appropriate as recommended by the Chief Operating Officer. The recommendation may be based on project complexity, project cost and staff capacity.
 - 7.1.5 All voting members of the PEC are required to comply with the provisions of Board Policy DJE and the provisions of the Code of Ethics for Public Officers and Employees. No member shall solicit or knowingly accept any gift, gratuity, loan, special discount, entertainment, transportation, lodging, meals, favor or promise of future employment, based upon any understanding that the vote, official action, or judgment of the member would be influenced thereby.
- 7.2 The Chief Operating Officer, or his designee, shall select a Procurement representative who shall serve as the Selection Process Facilitator to monitor the selection process, ensure compliance with all applicable procedural requirements, limiting discussion which facilitates the procurement process, the facts of the procurement and documentation on file, and will maintain objectivity at all times.
- 7.3 The Selection Process Facilitator shall be responsible for ensuring that each member is provided information on the project, directs discussion as necessary and determines when the committee may need to vote on any compliance related issues.
- 7.4 The final rankings as approved by the Board of Education will rank all proposers from highest to lowest scores based on the selection criteria described in the RFQu.

8.0 SCHEDULE

- 8.1 **Virtual Pre-submittal conference attendance (mandatory).** It is the firm's responsibility to become fully informed as to the nature and extent of the services required. The virtual pre-submittal conference will be held at **11:00 a.m., EST, Tuesday, October 17, 2023** via TEAMS. The RFQu will be reviewed and questions will be addressed.
- 8.2 Statements of Qualifications must be received electronically at the DeKalb County School District website <https://dekalbschoolsga.ionwave.net> not later than date and time set forth in the "Advertisement for RFQu for Professional Architectural and Engineering Services for Idlewood Elementary School and Murphey Candler Elementary School HVAC Systems Replacement and Renovations". Based on evaluations of Statements of Qualifications, a maximum of five firms may be interviewed, at times and location to be determined at a later time. The order of presentation will be determined at DCSD's sole discretion and the firms so notified.
- 8.3 The dates and times identified in this RFQu are subject to change. All changes will be posted to the DeKalb County School District solicitation website via addendum as it becomes available for all phases of this project.

9.0 GENERAL INSTRUCTIONS

- 9.1 Firms are required to register as a supplier using the IONWAVE portal and obtain a username and password.
- 9.2 The response shall contain manual signature of an authorized representative of the responding firm.
- 9.3 Responses received after the receipt time noted in the RFQu will not be accepted.
- 9.4 Firms responding to the RFQu shall be available for presentations and interviews to the DCSD PEC Selection Committee.
- 9.5 The contents of the proposal of a successful firm may become part of its contractual obligations.
- 9.6 Excluding items 5.1.4 and 5.2, Proposals shall respond to each item noted in sections 4.0 and 5.0 in the order noted. Identify responses with the same paragraph notation as contained in this RFQu.
- 9.7 Submittals shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the proposer. No changes or corrections will be allowed after proposals have been unsealed.
- 9.8 Questions: Any questions concerning the RFQu should be submitted electronically via email to the Senior Procurement Manager at dcsd-op-bidquestion@dekalbschoolsga.org. **Questions submitted to any other email address will not be considered.** The deadline for receipt of vendor questions is **Monday, October 23, 2023 at 2:00 p.m. EST.** Questions received after the deadline time will not be considered. Questions received by the deadline time will be answered in writing and posted to the DCSD solicitation website <http://dekalbschoolsga.ionwave.net> no later than **Monday, October 30, 2023 by 2:00 p.m. EST.** No response other than written by the Senior Procurement Manager, will be binding upon DCSD. All supplemental instructions will be in the form of written Addenda to the RFQu.
- 9.9 Selection committee members, school board members and school board personnel are not to be contacted prior to the Board of Education's decision to approve or reject the final recommendation presented to it by the Chief Operating Officer. **At the discretion of DCSD, failure to comply with this requirement will be grounds for disqualification.**
- 9.10 Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the DeKalb County Board of Education makes its determination to approve or reject the final recommendations.
- 9.11 The assigned contact persons for this RFQu are Belinda Quillet, Senior Procurement Manager and Tijauna Naylor-Smith, Procurement Manager. Mrs. Quillet can be reached at (678) 676-1373 or by email at dcsd-op-bidquestion@dekalbschoolsga.org. Dr. Naylor-Smith can be reached at (678) 676-1313 or by email at tijauna_naylor_smith@dekalbschoolsga.org. Prospective Respondents must limit their contact regarding this RFQu to the assigned contact persons.
- 9.12 Failure to meet any of these requirements may disqualify your firm from consideration.

10.0 TERMS AND CONDITIONS:

- 10.1. DCSD reserves the right to accept or reject any or all proposals in the best interest of DCSD. DeKalb County School District reserves the right to waive any formalities in the selection process.

- 10.2 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto firm that any specific amount of services will be requested or required of firm pursuant to this RFQu.
- 10.3 Proposals which do not comply with these instructions or that do not include the requested data may not be considered.
- 10.4 The successful firm shall not discriminate against any person in accordance with Federal, State or Local law.
- 10.5 It is the sole responsibility of the submitting firm to ensure proposals are received on or before the time and date required, and in the format stated.
- 10.6 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.
- 10.7 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.
- 10.8 Respondents shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFQu. Further, Respondents guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.
- 10.9 By responding to this RFQu, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto. Further, by responding to this RFQu, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto.
- 10.10 DeKalb County School District, Georgia, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law.
- 10.11 Any person who is adversely affected by a decision of the DeKalb County School District concerning this procurement, shall adhere to the following Protest Procedures:
- 10.11.1 **Protests.** A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions.
- 10.11.2 **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the

solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.

- 10.11.3 **Form of Protest.** At a minimum, the written protest must include the following:
- a. the name and address of the protestor;
 - b. appropriate identification of the solicitation;
 - c. a statement of reasons for the protest;
 - d. supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and
 - e. the desired remedy.

DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting offeror.

- 10.11.4 **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the offeror, and is received by the Design and Construction Department. The protest may be sent by any of the following means:

MAIL: Attention: Mr. Erick Hofstetter
Chief Operating Officer
DeKalb County School District
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

EMAIL: dcsd-op-solicitation@dekalbschoolsga.org

- 10.11.5 **Type of Protests.** A challenge to the competitive solicitation process must be filed within two (2) business days prior to the closing date and time of the solicitation as identified on the RFQu.

A challenge to an intended or actual contract award must be filed within ten (10) calendar days of the date the Notice of Intent to Award (NOIA) is posted by DCSD. In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award (NOA) is posted.

If a protest is not filed by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.

- 10.11.6 **Stay of Procurement During Protest Review.** When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the Facilities Management Department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the Design and Construction Department makes a written determination that the issuance of a contract or performance of the

contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/offeror with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

10.11.7 **Protest Resolution.** The Facilities Management Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

10.11.7.1 If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.

10.11.7.2 If a protest of the intended/actual contract award is sustained available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

10.11.8 **Costs.** In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

10.12 By making a submission, it is understood and agreed that the submitting entity consents to DCSD contacting any parties referenced in the entities response including, but not limited to, all project owners and references herein.

10.13 Submitters acknowledge and agree that the contracting entity will be the Firm name identified in the response to 4.3.1.1.

10.14 Appendix H is the most current version of the DCSD Standard Form of Contract for Architectural Services. By submitting a response to this RFQu, submitters acknowledge and agree that they have reviewed the contract and have no objection to it. **All responders should thoroughly review the documents prior to submitting a proposal. Any proposed revisions to the terms or language of these documents must be submitted in writing during the question and answer period of the solicitation. All requests must be submitted in writing prior to the close of the final questions.** Requests for revisions will be reviewed and approved or rejected by legal and legal rulings are final. If submitted or proposed thereafter, such proposed revisions to the terms or language of these documents shall not be considered by the Owner and the Architect/Engineer submittal shall be rejected. No alterations can be made in the contract after award by DCSD.

NOTICE
FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
FOR IDLEWOOD ELEMENTARY SCHOOL AND MURPHEY CANDLER ELEMENTARY
SCHOOL HVAC SYSTEMS REPLACEMENT AND RENOVATIONS

DeKalb County Board of Education announces that Professional Architectural and Engineering Services are required for the project listed below.

- PROJECT AND NUMBER: Idlewood Elementary School and Murphey Candler Elementary School-
RFQu No. 24-752-008
- SERVICES TO BE PROVIDED: Professional Architectural and Engineering Design Services for Idlewood
Elementary School and Murphey Candler Elementary School HVAC
Systems Replacement and Renovations.
- VIRTUAL PRE-SUBMITTAL MEETING: October 17, 2023, 11:00 a.m. EST, via TEAMS
Attendees must provide the following information by **Monday,
October 16, 2023, 5:00 p.m. EST:**
1. Individual Name and Title
 2. Company Name
 3. Telephone Number
 4. Email Address
- Information must be sent to dcsd-op-solicitation@dekalbschoolsga.org
A meeting link will be sent to all registered attendees.
Attendance is mandatory.
- DCSD CONTACT: Belinda Quillet, Senior Procurement Manager
Tijuana Naylor-Smith, Procurement Manager
- SUBMIT QUALIFICATIONS TO: <http://dekalbschoolsga.ionwave.net>
- QUALIFICATIONS DUE DATE AND TIME: November 7, 2023, 2:00 p.m. EST

Requirements: Interested firms are required to comply with all requirements of the Request for Qualification (RFQu). A copy of the RFQu and all clarifications issued shall be obtained from the DeKalb County School District web site <http://dekalbschoolsga.ionwave.net>. Furthermore, all Notices concerning this solicitation and award shall be posted to the aforementioned web site. These Notices shall include but are not limited to short list meeting dates and times, presentation meeting dates and times, intended decision and decision information.

End of RFQu Document Consisting of 22 Pages

(See Attachments and Appendices Package)

ATTACHMENT A: ARCHITECT/ENGINEER CHECKLIST AND CERTIFICATION

The undersigned, hereby acknowledges having received **Request for Qualifications (RFQu) No. 24-752-008 for Project Nos. 233-36 & 247-36; Professional A/E Services for Idlewood Elementary School and Murphey Candler Elementary School** containing a full set of documents:

IMPORTANT NOTICE: The omission of any of the required items listed below shall cause the bid submission to be declared non-responsive and to be rejected.

Owner's Standard Forms:		Include with Proposal	Check Box to Confirm Inclusion
Attachment A	Architect/Engineer Checklist and Certification (2 pages)	YES	<input type="checkbox"/>
Attachment B1	Corporate Certificate (1 page)	B1 or B2 or B3 as applicable	<input type="checkbox"/>
Attachment B2	Partnership Certificate (1 page)		<input type="checkbox"/>
Attachment B3	Entity Certificate (1 page)		<input type="checkbox"/>
Attachment C1	Design Fee Form – Idlewood Elementary School (5 pages)	YES	<input type="checkbox"/>
Attachment C2	Design Fee Form – Murphey Candler Elementary School (5 pages)	YES	<input type="checkbox"/>
Attachment D	Offeror's and Individuals' Affidavit of Noncollusion (2 pages)	YES	<input type="checkbox"/>
Attachment E	Conflict of Interest Disclosure Affidavit (2 pages)	YES	<input type="checkbox"/>
Attachment F	Consent to Release Information (1 page)	YES	<input type="checkbox"/>
Attachment G	Immigration and Security Certification (2 pages)	YES	<input type="checkbox"/>
Attachment H	No Submittal Response Form (1 page)	N/A	<input type="checkbox"/>
Other Requirements:		Include with Proposal	Check Box to Confirm
Copy of Business License and Certificates		YES	<input type="checkbox"/>
Certificate of Insurance		YES	<input type="checkbox"/>

Indicate **Addenda(s) Nos.** _____ received (**none unless indicated here**). The Architect/Engineer is responsible for reading and understanding all sections of this RFQu, and affirms that the Architect/Engineer shall be bound by all of the terms and conditions contained in this RFQu.

Further, the undersigned, being duly sworn, states on oath that no disclosures of ownership have been withheld from the Board, that the information provided herein is current, and Architect/Engineer and its officers and employees have not entered into any agreement with any other Architect/Engineer or prospective Architect/Engineer or with any other person, firm or corporation relating to any prices or other terms named in this RFQu or any other RFQu, nor has it entered into any agreement or arrangement under which a person, firm or corporation is to refrain from responding to this RFQu.

Name of Architect/Engineer: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Sworn to and subscribed before me this ___ day of _____, 2____.

Notary Public: _____ My commission expires: __/__/__.

(SEAL)

THE DEKALB COUNTY SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE INFORMALITIES.

ATTACHMENT B1: CORPORATE CERTIFICATE

STATE OF _____
COUNTY OF _____

I, _____, certify that I am the Secretary of the corporation named as offeror in the foregoing proposal; that _____ who signed said proposal on behalf of the offeror was then _____ of said corporation; that said proposal was duly signed for and in behalf of said corporation by authority of its Board of Directors, and is within the scope of its corporate powers; and that said corporation is organized under the laws of the State of _____.

[signature]

[typed name]

Subscribed and sworn to
before me this ____ day of
_____, 2____.

(SEAL)

Notary Public

My Commission Expires:
____/____/____

ATTACHMENT B2: PARTNERSHIP CERTIFICATE

STATE OF _____
COUNTY OF _____

On this _____ day of _____, 20_____, personally appeared _____, who executed the above proposal, and being first duly sworn, deposes and says that he or she is a general partner in the firm of _____ and that said firm consists of himself or herself and _____ and that he or she executed the foregoing proposal on behalf of said firm for the uses and purposes stated therein, and that no one except the above named members of the firm have any financial interest whatsoever in said proposed contract.

[Affiant's Signature]

Partner

Partner

Partner

Partner

Subscribed and sworn to
before me this ___ day of
_____, 2____.

(seal)

Notary Public

My Commission Expires:
___/___/___

NOTE: If only one partner signs, a Power of Attorney executed by all other partners authorizing him or her to act in the name of the partnership must be attached; otherwise, all partners must sign.

ATTACHMENT B3: ENTITY CERTIFICATE

STATE OF _____

COUNTY OF _____

I, _____, certify that I am the Secretary of the entity named as offeror in the foregoing proposal; that _____ who signed said proposal in behalf of the offeror was then _____ of said entity; that said proposal was duly signed for and on behalf of said entity by due authority, and is within the scope of its legal powers; and that said entity is a _____ organized under the laws of the State of _____.

[signature]

[typed name]

Subscribed and sworn to
before me this ____ day of
_____, 2____.

(SEAL)

Notary Public

My Commission Expires:
___/___/___



ATTACHMENT C1: DESIGN FEE PROPOSAL FORM

Project Name: A/E Services for Idlewood Elementary School

RFQu No.: 24-752-008

Project No.: 233-36

RFQu Due Date: November 7, 2023

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

Board of Education:

In compliance with DCSD's Request for Qualifications, the undersigned Architect,

[legal name of Architect]

[address of Architect]

[telephone number of Architect]

[email address of Architect]

having carefully examined the site of the Project and the Owner's Criteria, and having carefully examined the proposed Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner's standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **DCSD Project Nos. 233-36 A/E Services for Idlewood Elementary School**) proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. DCSD has determined that the **maximum** stipulated fee the Architect will receive for this project scope will be **\$1,200,000.00**. This fee is **all inclusive** and incorporates all reimbursable expenses for this project.
- b. The Proposed Design Fee will **NOT** be considered for the Selection Criteria.
- c. Below provide your proposed breakdown of the stated fee per the requirements of the Agreement and the Design Review- Minimal Submittal Requirements (Appendix B) with the milestones provided for **Project No. 233-36**:

A. Preliminary Consultation/Examination Report	\$ _____
B. Schematic Design Phase	\$ _____
• Provide three (3) potential schemes	
• Provide schematic design drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide cost estimate per Appendix B	
• Space and functional program Appendix B	
• Life cycle analysis	
• Other items identified in Appendix B	
C. Design Development Phase	\$ _____
• Provide design development drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide detailed cost estimate per Appendix B	
• Geotechnical & surveys per Appendix B	
• Final life cycle analysis	
• Submittal to GaDOE	
• Other items identified in Appendix B	
D. Construction Document Phase:	
30% Complete CD phase	\$ _____
• 30% complete drawings	
• Detailed project manual	
• Detailed cost estimate	
80% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Detailed cost estimate	
• Fire Marshal review	
• Submittal to GaDOE	
100% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Submittal for permitting	
• Fire Marshal review	
• Submittal to GaDOE	
E. Sub-Consultants	\$ <u>Included in Fee</u>
F. FF&E Services	\$ <u>N/A</u>
G. Reimbursable Expenses	\$ <u>Included in Fee</u>
H. Construction Administration Fee (Minimum of 15% of Fee Required)	\$ _____
TOTAL LUMP SUM	\$ <u>\$1,200,000.00</u>

- d. The hourly rates as required in Section 11.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract for this project):

Title/Position	Hourly Rate
Principal:	\$ <u>210</u> per hour
Director:	\$ <u>155</u> per hour
Project Architect:	\$ <u>110</u> per hour
Project Manager:	\$ <u>110</u> per hour
Project Coordinator:	\$ <u>100</u> per hour
Interior Designer:	\$ <u>110</u> per hour
Project Captain:	\$ <u>90</u> per hour
Technical Staff:	\$ <u>110</u> per hour
Contract Administrator:	\$ <u>85</u> per hour
Clerical:	\$ <u>50</u> per hour
Estimator:	\$ <u>85</u> per hour
Scheduler:	\$ <u>90</u> per hour
Designer:	\$ <u>85</u> per hour
CADD:	\$ <u>65</u> per hour
Civil Engineer	\$ <u>110</u> per hour
Junior Civil Engineer	\$ <u>75</u> per hour
Structural Engineer	\$ <u>115</u> per hour
Junior Structural Engineer	\$ <u>90</u> per hour
Mechanical Engineer	\$ <u>117</u> per hour
Junior Mechanical Engineer	\$ <u>90</u> per hour
Electrical Engineer	\$ <u>117</u> per hour
Junior Electrical Engineer	\$ <u>90</u> per hour
Fire Protection Engineer	\$ <u>115</u> per hour
Junior Fire Protection Engineer	\$ <u>90</u> per hour
FF&E Coordinator	\$ <u>80</u> per hour
Others as appropriate	\$ _____ per hour

- e. The undersigned Architect hereby acknowledges receipt of the following Addenda:
[insert the number and date of each Addendum; if none, insert "None"]

- f. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- g. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- h. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within three (3) business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- i. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Notice to Proceed from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) Architect has visited, examined and inspected the site of the Project, obtained first-hand knowledge of existing conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the prosecution of the Work, the general and local conditions and all other matters which can in any way affect the Work to be done under the Contract, and become thoroughly familiar with all conditions under which the Work is to be performed and has correlated all the Architect's personal observations and any other facts or conditions that are known to or reasonably knowable by the Architect with the requirements of the Proposal Documents, including without limitation the proposed Contract Documents;
- (4) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (5) all facts stated in the Proposal are true and correct.

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

[typed name of Architect]

By: _____ [seal]
[signature]

[typed name and title]

[address of Architect]

(_____) _____
[business telephone number]

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

(For Joint Venture Proposals)

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted _____,
[typed name of Joint Venture]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]



ATTACHMENT C2: DESIGN FEE PROPOSAL FORM

Project Name: A/E Services for Murphey Candler Elementary School

RFQu No.: 24-752-008

Project No.: 247-36

RFQu Due Date: November 7, 2023

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

Board of Education:

In compliance with DCSD's Request for Qualifications, the undersigned Architect,

[legal name of Architect]

[address of Architect]

[telephone number of Architect]

[email address of Architect]

having carefully examined the site of the Project and the Owner's Criteria, and having carefully examined the proposed Standard Form of Contract for Architectural Services (State Capital Outlay Projects) between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner's standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **DCSD Project Nos. 247-36 A/E Services for Murphey Candler Elementary School**) proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. DCSD has determined that the **maximum** stipulated fee the Architect will receive for this project scope will be **\$700,000.00**. This fee is **all inclusive** and incorporates all reimbursable expenses for this project.
- b. The Proposed Design Fee will **NOT** be considered for the Selection Criteria.
- c. Below provide your proposed breakdown of the stated fee per the requirements of the Agreement and the Design Review- Minimal Submittal Requirements (Appendix B) with the milestones provided for **Project No. 247-36**:

A. Preliminary Consultation/Examination Report	\$ _____
B. Schematic Design Phase	\$ _____
• Provide three (3) potential schemes	
• Provide schematic design drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide cost estimate per Appendix B	
• Space and functional program Appendix B	
• Life cycle analysis	
• Other items identified in Appendix B	
C. Design Development Phase	\$ _____
• Provide design development drawings per Appendix B	
• Provide project specifications per Appendix B	
• Provide detailed cost estimate per Appendix B	
• Geotechnical & surveys per Appendix B	
• Final life cycle analysis	
• Submittal to GaDOE	
• Other items identified in Appendix B	
D. Construction Document Phase:	
30% Complete CD phase	\$ _____
• 30% complete drawings	
• Detailed project manual	
• Detailed cost estimate	
80% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Detailed cost estimate	
• Fire Marshal review	
• Submittal to GaDOE	
100% Complete CD Phase	\$ _____
• Construction documents per Appendix B	
• Detailed project manual	
• Submittal for permitting	
• Fire Marshal review	
• Submittal to GaDOE	
E. Sub-Consultants	\$ <u>Included in Fee</u>
F. FF&E Services	\$ <u>N/A</u>
G. Reimbursable Expenses	\$ <u>Included in Fee</u>
H. Construction Administration Fee (Minimum of 15% of Fee Required)	\$ _____
TOTAL LUMP SUM	\$ <u>\$700,000.00</u>

- d. The hourly rates as required in Section 11.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract for this project):

Title/Position	Hourly Rate
Principal:	\$ <u>210</u> per hour
Director:	\$ <u>155</u> per hour
Project Architect:	\$ <u>110</u> per hour
Project Manager:	\$ <u>110</u> per hour
Project Coordinator:	\$ <u>100</u> per hour
Interior Designer:	\$ <u>110</u> per hour
Project Captain:	\$ <u>90</u> per hour
Technical Staff:	\$ <u>110</u> per hour
Contract Administrator:	\$ <u>85</u> per hour
Clerical:	\$ <u>50</u> per hour
Estimator:	\$ <u>85</u> per hour
Scheduler:	\$ <u>90</u> per hour
Designer:	\$ <u>85</u> per hour
CADD:	\$ <u>65</u> per hour
Civil Engineer	\$ <u>110</u> per hour
Junior Civil Engineer	\$ <u>75</u> per hour
Structural Engineer	\$ <u>115</u> per hour
Junior Structural Engineer	\$ <u>90</u> per hour
Mechanical Engineer	\$ <u>117</u> per hour
Junior Mechanical Engineer	\$ <u>90</u> per hour
Electrical Engineer	\$ <u>117</u> per hour
Junior Electrical Engineer	\$ <u>90</u> per hour
Fire Protection Engineer	\$ <u>115</u> per hour
Junior Fire Protection Engineer	\$ <u>90</u> per hour
FF&E Coordinator	\$ <u>80</u> per hour
Others as appropriate	\$ _____ per hour

- e. The undersigned Architect hereby acknowledges receipt of the following Addenda:
[insert the number and date of each Addendum; if none, insert "None"]
-
- f. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- g. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- h. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within three (3) business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- i. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Notice to Proceed from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) Architect has visited, examined and inspected the site of the Project, obtained first-hand knowledge of existing conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the prosecution of the Work, the general and local conditions and all other matters which can in any way affect the Work to be done under the Contract, and become thoroughly familiar with all conditions under which the Work is to be performed and has correlated all the Architect's personal observations and any other facts or conditions that are known to or reasonably knowable by the Architect with the requirements of the Proposal Documents, including without limitation the proposed Contract Documents;
- (4) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (5) all facts stated in the Proposal are true and correct.

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

[typed name of Architect]

By: _____ [seal]
[signature]

[typed name and title]

[address of Architect]

(_____) _____
[business telephone number]

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

(For Joint Venture Proposals)

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted _____,
[typed name of Joint Venture]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

By: _____
[typed name of Joint Venture partner]

By: _____ [seal]
[signature]

[typed name and title]

[address of Joint Venture partner]

(_____) _____
[business telephone number]

[date of execution]

ATTACHMENT D: OFFEROR'S and INDIVIDUALS' AFFIDAVIT OF NONCOLLUSION

(This affidavit to be executed in accordance with O.C.G.A. § 36-91-21(e))

STATE OF _____

COUNTY OF _____

COMES NOW, _____ ("Offeror"),
[Name of Offeror]

appearing by and through _____, its _____
[insert name of individual with authority to bind Offeror] *[title]*

(averring both individually and in his or her representative capacity on behalf of Offeror) (the "Individual and Representative Affiant"), and

[in these blanks insert the names of all those required to give the oath under O.C.G.A. § 36-91-21(e)]

(collectively, the "Individual Affiants"), and each of the Individual And Representative Affiant and the Individual Affiants, after first being duly sworn, deposes and says that:

1. He, she or it, as applicable, has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which subsection provides as follows:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

2. If the Offeror is a partnership, then the Individual and Representative Affiant, together with the Individual Affiants, constitute all of the partners and any officer, agent or other person who may have represented or acted for them in bidding or proposing for or procuring the contract for the DeKalb County

Board of Education A/E Services for Idlewood Elementary and Murphey Candler Elementary School HVAC Systems Replace and Renovations (the "Project").

3. If the Offeror is a corporation or other entity, then the Individual And Representative Affiant, together with the Individual Affiants, constitute all officers, agents, or other persons who may have acted for or represented the corporation or other entity in bidding for or procuring the contract for the Project.

Further, the Individual And Representative Affiant and the Individual Affiants sayeth not.

This _____ day of _____, 2_____

[insert name of Offeror]

and

[insert name of Individual And Representative Affiant]

By: _____, both individually and on behalf of Offeror as its
[signature]

[insert title]

Individual Affiants' signatures and names:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

x _____
Name:

Sworn to and subscribed before me this ____ day of _____, 2_____.

Notary Public: _____ My commission expires: __/__/__.

(SEAL)

ATTACHMENT E: CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

I HEREBY CERTIFY, UNDER OATH, that

1. I (*Printed Name*), _____ am the (*Title*) _____ and I am the duly authorized representative of the firm of (*Firm Name*) _____ (the "Firm") for purposes of this Affidavit, whose address is (*Firm Address*) _____, and I possess the legal authority to make this Affidavit on behalf of myself and the Firm, as follows:

2. The following employee(s), officer(s) or agent(s) of the Firm (collectively, "Firm Representative") is/are related, by blood or marriage, to an employee, agent or Board Member of the DeKalb County Board of Education (collectively, "Owner Representative"), as indicated below:

<u>Firm Representative</u>	<u>Owner Representative</u>	<u>Relation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Except as listed below under "EXCEPTIONS", neither the Firm nor any Firm Representative have any conflicts of interest, whether real or potential, due to kinship, ownership, other clients, other contracts, interests, or otherwise concerning the DeKalb County Board of Education, the Project or any Owner Representative:

EXCEPTIONS (*fully disclose and completely explain*)

[Continued on Next Page]

4. This disclosure is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid, proposal or qualification statement for the same contract or project, and is in all respects without collusion or fraud.

Wherefore, the foregoing disclosure is fully complete and true, and may be relied upon by the DeKalb County Board of Education:

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and described before me this _____ day of _____

Personally known: _____

OR Produced Identification: _____

Type of Identification: _____

Notary Public – State of _____

My Commission Expires _____

Affix Notary Seal Here:

ATTACHMENT F: CONSENT TO RELEASE INFORMATION

The undersigned, having submitted a competitive sealed Proposal to the DeKalb County Board of Education in respect of a local government entity public works construction project (or being a partner in a joint venture that has submitted such proposal), hereby authorizes any person or entity having in its possession, custody or control any information regarding the undersigned to fully disclose and make available such information to the DeKalb County Board of Education, its agents, attorneys and other representatives.

This ___ day of _____, 2_____.

[Printed name of person or entity consenting to release of information]

By: _____

Printed name: _____

Printed Title: _____

ATTACHMENT G: IMMIGRATION AND SECURITY CERTIFICATION

If you are providing service, performing work or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

1) Offeror/Bidder shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) _____ **(Initial here)**: Offeror declares under penalties of perjury that, Offeror has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];**

or

(b) _____ **(Initial here)**: Offeror/Bidder warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Offerors/Bidders who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];**

or

(c) _____ **(Initial here)** Offeror/Bidder is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

— 3) _____ **(Initial here)** Offeror/Bidder will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror/Bidder with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

4) _____ **(Initial here)** Offeror/Bidder agrees that, if Offeror/Bidder employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01,

et seq that Offeror/Bidder will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

- 5) _____ **(Initial here)** Offeror/Bidder agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

_____	_____
Signature	Date
_____	_____
EEV/Basic Pilot Program User Identification Number	Date of Authorization

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

ATTACHMENT H: NO SUBMITTAL RESPONSE FORM

RFQu Number: **24-752-008**

DCSD Project No.: **233-36 and 247-36**

Title: **Professional A/E Services for Idlewood ES and Murphey Candler ES**

If your company will not be submitting a proposal in response to this Request for Qualifications, please complete this form and return or email, prior to the RFQu due date established within to:

DeKalb County Board of Education (the "Board")
Attention: Senior Procurement Manager
Email: belinda_quillet@dekalbschoolsga.org

This information will assist Procurement Services in the preparation of future RFQu's.

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Please check reason for a "no submittal."

- _____ Specifications 'too tight,' geared toward one brand or manufacturer (explain below)
- _____ Insufficient time to respond
- _____ Specifications unclear (explain below)
- _____ We do not offer this service or an equivalent
- _____ Our schedule does not permit us to perform
- _____ Unable to meet specifications
- _____ Unable to meet bond requirements
- _____ Unable to hold prices respondent throughout the term of the contract period
- _____ Unable to meet insurance requirements
- _____ Other _____

Explanation: _____

If submitting this form, **only** this form needs to be returned.

