

 <b>DeKalb County</b> School District	DeKalb County Board of Education Operations Division Sam A. Moss Service Center 1780 Montreal Road Tucker, GA 30084-6705
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**REQUEST FOR QUALIFICATIONS (RFQu) No. 24-752-017  
for**

Project: **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

DCSD Project Nos.: **N/A**

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

**Solicitation Timeline Summary**

EVENT	DATE(S)	TIME	LOCATION
Solicitation Opens	December 14, 2023		<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
<b>Mandatory Virtual Pre-Submittal Conference</b>	<b>January 9, 2024</b>	<b>10:00 AM</b>	<b>VIA TEAMS</b>
<b>Site Visit</b>	<b>Not Applicable</b>		
Final Questions Due	January 17, 2024	2:00 PM	<a href="mailto:dcsd-op-bidquestion@dekalbschoolsga.org">dcsd-op-bidquestion@dekalbschoolsga.org</a>
Final Addendum	January 24, 2024	2:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
<b>Statement of Qualifications Due Date &amp; Time</b>	<b>February 1, 2024</b>	<b>2:00 PM</b>	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Public Acknowledgement	February 5, 2024	5:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Selection Committee Evaluation	February 5- 8, 2024		
Shortlist Finalist Notified (If Interviews are Conducted)	Not Applicable		
Interviews Conducted (If Requested)	Not Applicable		
Anticipated Board Review and Approval	April 15, 2024		
Anticipated Notice of Award	April 22, 2024		
Anticipated Notice to Proceed	TBD		

## Request for Qualifications

### PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

Qualifications will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net> for **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES until 2:00 p.m. EST, Thursday, February 1, 2024**. 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, January 9, 2024 10:00 a.m., EST**, via Microsoft Teams. Attendees must provide the following information by 5:00 p.m., EST on Monday, January 8, 2024

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](mailto:dcsd-op-solicitation@dekalbschoolsga.org). A meeting link will be sent to all registered attendees no later than 9:30 a.m., EST on Tuesday, January 9, 2024.

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.

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Attachment A	A/E Checklist and Certification
Attachment B1	Corporate Certificate
Attachment B2	Partnership Certificate
Attachment B3	Entity Certificate
Attachment C	Design Professional Rate Schedule Form
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 A	Not Applicable
Appendix B	Design Review-Minimum Submittal Requirements (SCL>\$5M)
Appendix C1	DCSD Elementary School Educational Specifications
Appendix C2	DCSD Middle School Educational Specifications
Appendix C3	DCSD High School Educational Specifications
Appendix D	DCSD 2020 Vision – Educational Specifications and Design Guidelines
Appendix E	Not Applicable
Appendix F	Not Applicable
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Appendix I	Continuing Contract for Professional Services
Appendix J	2023-2024 School Calendar

**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

**BACKGROUND**

As the third largest school district in Georgia, the DeKalb County School District (DCSD) has more than 14,000 full-time employees and serves over 93,000 students throughout DeKalb County. DCSD has approximately 138 schools and centers, including 77 elementary, 19 middle schools and 22 high schools; 8 start-up charter schools, 13 specialized centers, 6 administrative centers and 5 athletic stadiums. Most facilities were constructed in the 1950's and 1960's. Almost all facilities have had some form of renovation, repair, or addition over the years.

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/](http://www.dekalbschoolsga.org/e-splost/)

**1.0 PROJECT DESCRIPTION**

The DCSD is interested in entering into a contract with a minimum of six (6) qualified professional architectural firms to provide services of a specified nature as outlined in the contract to be entered into, the form of said contract being attached hereto, said services consisting of providing professional Architectural and Engineering services. The specified services shall consist of providing architectural and engineering services throughout the District, as required and directed by the District, on its various remodeling, renovations, life safety, maintenance and repair projects with a Stated Cost Limitation (SCL) of less than \$5,000,000.00. At a minimum all projects should meet the **DCSD 2020 VISION - Educational Specifications and Design Guidelines**, (Appendix D).

**2.0 GENERAL SCOPE OF WORK**

**2.1** Provide professional architectural and engineering services, as directed by the DCSD for projects and tasks as may be required on an as needed basis by the District. Scope of work includes but is not limited to basic architectural/engineering services, bidding assistance and construction contract administration services as needed.

**2.2** Since these services are primary architectural related, the lead firm must be a licensed Architectural business.

**2.3** It is anticipated that we will select at least six Architecture and Engineering firms for this project. DCSD reserves the sole right to select more or less than three architectural and engineering firms as it deems necessary.

**2.4** The performance period for the Agreement is one (1) year from the effective date. In addition to the base period of one (1) year, there are four (4) one-year optional renewal terms (each a "Renewal Term") to be exercised at the sole discretion and approval of the DeKalb County School District.

### 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 The 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 properly 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 coverages as specified in A/E contract included with this RFQu (See Appendix I).
- 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 the 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 of 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 required 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 determine 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.

## 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 **10:00 a.m., EST, Tuesday, January 9, 2024**, via Microsoft 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 Continuing Contract for Architectural and Engineering Services. 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 the 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](mailto:dcsd-op-bidquestion@dekalbschoolsga.org). **Questions submitted to any other email address will not be considered.** The deadline for receipt of vendor questions is **Wednesday, January 17, 2024 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 **Wednesday, January 24, 2024 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 Angela Arlene-Myrick, Procurement Manager. Mrs. Quillet can be reached at (678) 676-1373 or by email at [dcsd-op-bidquestion@dekalbschoolsga.org](mailto:dcsd-op-bidquestion@dekalbschoolsga.org). Mrs. Myrick can be reached at (678) 676-1554 or by email at [angela\\_arlene-myrick@dekalbschoolsga.org](mailto:angela_arlene-myrick@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 number 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 By making a submission, it is understood and agreed that the submitting entity consents to DCSD contacting any parties referenced in the entity's response including, but not limited to, all project owners and references herein.
- 10.12 Submitters acknowledge and agree that the contracting entity will be the Firm name identified in the response to 4.3.1.1.
- 10.13 Appendix I, is the most current version of the DCSD Continuing 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.

## 11. PROTEST PROCESS:

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:

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.

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.

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.**

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: [erick\\_hofstetter@dekalbschoolsga.org](mailto:erick_hofstetter@dekalbschoolsga.org)**

**The Offeror must observe the following deadlines when filing a protest:**

Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	Two (2) business days prior to the closing date and time of the solicitation as identified on the Request for Qualifications.
Challenge to an Intended or Actual Contract Award	In the event DCSD posts a Notice of Intent to Award (“NOIA”), the protest must be filed within ten (10) calendar days of the date the NOIA is posted.
	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 bidder fails to file a protest by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.**

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.

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:

- 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.
- 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.

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.

NOTICE  
FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

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

PROJECT AND NUMBER: Architectural and Engineering Services – RFQu No. 24-752-017

SERVICES TO BE PROVIDED: Professional Architectural and Engineering Design Services for Continuing Contract for Architectural and Engineering Services

VIRTUAL PRE-SUBMITTAL MEETING: January 9, 2024, 10:00 a.m. EST, via Microsoft Teams  
Attendees must provide the following information by

**Monday, January 8, 2024 5:00 p.m. EST:**

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

Information must be sent to [dcscd-op-solicitation@dekalbschoolsga.org](mailto:dcscd-op-solicitation@dekalbschoolsga.org)

A meeting link will be sent to all registered attendees.

**Attendance is mandatory.**

DCSD CONTACT: Belinda Quillet, Senior Procurement Manager  
Angela Arlene-Myrick, Procurement Manager

SUBMIT QUALIFICATIONS TO: <http://dekalbschoolsga.ionwave.net>

QUALIFICATIONS DUE DATE AND TIME: February 1, 2024, 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 any 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 19 Pages)**

**Attachments and Appendices Included in Separate Package**