

## **REQUEST FOR QUALIFICATIONS**

**RFQ # 2020-0415**

Notice is hereby given of the intention of the Roanoke County School Board of Roanoke County, Virginia, to request qualifications for:

### **DESIGN BUILD PROJECT – WILLIAM BYRD HIGH SCHOOL RENOVATION**

**Delivery of Statement of Qualifications:** It is the responsibility of the vendor to assure that its Statement of Qualifications is delivered to the place designated for receipt of Statements of Qualifications and by the time set for receipt of Statement of Qualifications. No Statement of Qualifications received after the time designated for the receipt of Statements of Qualifications will be considered. Statements of Qualifications must be in the hands of the officer or agent of the Owner whose duty it is to receive them by the time specified. The officer or agent of the Owner whose duty it is to receive Statements of Qualifications will decide when the specified time has arrived and will determine if the Statement of Qualifications was in the possession by that time.

For hand delivered Statements of Qualifications, enough time must be allowed for the building receptionist to contact the Operations Department. Receptionist will not be responsible for last minute arrivals or late Statement of Qualifications. **Due Date and Time: Friday May 15, 2020, 2:00 P.M.**

If the School Board offices are closed due to inclement weather and/or emergency situations prior to or at the time set aside for the Statements of Qualifications, the published date will default to the next open business day at the same time.

**ROANOKE COUNTY PUBLIC SCHOOLS**  
**Mark Kitta**  
**Director of Operations & Facilities**

Electronic Request for Qualifications Retrieval Instructions: Full copies of Requests for Qualifications and Addenda in “pdf” format must be retrieved over the internet at the following address:

<https://www.rcps.us/Page/2996>

**Click on “Statement of Qualifications – William Byrd High School Renovation”**

If you experience problems, call (540) 562-3800, or email [mkitta@rcps.us](mailto:mkitta@rcps.us) for assistance.

**Posted: April 15, 2020**

**ROANOKE COUNTY  
PUBLIC SCHOOLS  
REQUEST FOR QUALIFICATIONS (“RFQs”)  
for**

**PROJECT TITLE: DESIGN BUILD PROJECT – WILLIAM BYRD HIGH SCHOOL RENOVATION/ADDITION**

**RFQ: RFQ # 2020-0415**

**1. GENERAL INFORMATION**

- 1.1. The Roanoke County Public Schools (RCPS) (“Owner”), Director of Operations and Facilities is requesting Statements of Qualification (SOQ) from interested general contractors, construction management companies, design-build teams, and/or architect-engineer firms that have experience in the design-build construction and renovation of complex K-12 educational facilities, or similar facilities, as described below. From the responses received, the Owner intends to select 3 qualified Design-Build candidates to compete for a best value contract to provide turn-key design and construction services for the Project.
- 1.2. **Project Purpose:** William Byrd High School requires a Capital Project due to age, condition, configuration and educational program changes. The school was constructed in 1969 and received a partial renovation and an addition in 2010. RCPS performed a Facilities Condition Assessment of the school dated November 15, 2016 which describes the physical conditions of the school’s building systems and site amenities. The assessment recommended improvements to, and replacement of, building systems and estimated their cost of construction in 2016 dollars. RCPS also has a renovation study for the school which will be provided as part of the RFP package.
- 1.3. **Project Description:** The Project is to modernize a majority of the school, with greater than 100,000 SF of renovations on both the first and second floors, and ~13,500 SF of new multi-story construction on the current William S Byrd HS facility. The project will be completed in one phase with temporary classrooms placed in the adjacent parking lot to accommodate ongoing educational activities.(See attachment A for details)
- 1.4. The administration office, gymnasium, aux gymnasium, kitchen, cafeteria and locker rooms will remain operable and there will be no interruption to school operations outside of the specific areas impacted.
- 1.4.1. The total estimated cost of the design and construction for all phases is between \$15-20M. This cost does not include Owner-provided furniture, computers, security cameras, telephones and other related devices.
- 1.4.2. The County has authorized funding for the entire project leveraging bonds on July 1, 2020 and 2021.
- 1.5. The Statement of Qualifications (SOQ) must be mailed or delivered to the address  
Roanoke County Public Schools

listed below. The SOQ may not be faxed or emailed. The SOQ must be received by the Director of Operation and Facilities, no later than 2:00 pm on **Friday, May 15, 2020** using the below information.

Mark Kitta  
Director of Operations & Facilities  
Roanoke County Public Schools  
5937 Cove Road  
Roanoke, VA 24019  
540-562-3800  
[mkitta@rcps.us](mailto:mkitta@rcps.us)

- 1.6. For each SOQ, one (1) original and five (5) copies, must be appropriately signed by an authorized representative of the primary Offeror, and must be submitted in a sealed envelope or package. A removable media storage device containing one (1) digital copy of the SOQ must be included in the SOQ packet. SOQs should be concise limited to no more than twenty (30) pages (single spaced, single sided), and address each item in the order outlined below.
- 1.7. Questions pertaining to the Project or the selection process should also be directed to the above point of contact by **Monday, May 4, 2020**.
- 1.8. The Owner shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders not later than **Monday, May 11, 2020**.
- 1.9. The Owner reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received. The Design Build services will be performed as a single contract with one entity identified as the Design Builder. Services will include all necessary activities to design and construct a turn-key project including but not limited to, project planning, permits, fees, inspection fees, architecture, engineering, and construction services to provide a complete, usable and fully operational facility.
- 1.10. The Design Builder will be selected using a two-step procurement method. This RFQ comprises Step I during which Respondents will submit SOQs for the Project. Step 1 may include formal presentations from all or select offerors at the Owner's discretion. Upon completion of Step I, the Owner will develop a short list of 3 offerors to receive the RFP based upon the RFQ criteria. Only those short-listed firms will receive the Request for Proposal (RFP) to be issued by the Owner, which constitutes Step II of the two-step procurement process. The Owner shall advise each offeror in writing as to whether that offeror has been prequalified. The selection of the Design Builder will be based upon those responsive and responsible Proposals received during Step II of the procurement process. It is the intent of the Owner to evaluate those proposals received and make a best-value determination by weighted scoring of the technical proposal and the financial proposal, and to enter into a design-build agreement.
- 1.11. RFP release is anticipated on or about **June 1, 2020**. Proposals that are not responsive to the RFP may be excluded from consideration. The criteria used for determining

whether a proposal is not responsive shall be defined in the RFP.

- 1.12. The Design Builder will be an integral member of the Project Team, consisting of the Design Builder, representatives from the Owner and other consultants, as required. It will be the responsibility of the Design Builder to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting to provide design, code analysis, value engineering and constructability reviews, develop schedules, prepare detailed Project construction estimates, study labor conditions and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase. The Design Builder assumes design and construction risk and has direct authority over the sub consultants and subcontractors and is responsible for construction means and methods.
- 1.13. The design-build delivery method was selected due to the complex nature of the work which includes, but is not limited to, an accelerated schedule, tight spatial constraints and financial constraints. "Complex project" means a construction project that includes one or more of the following significant components: difficult site location, unique equipment, specialized building systems, multifaceted program, accelerated schedule, historic designation, or intricate phasing or some other aspect that makes competitive sealed bidding not practical.

## 2. ANTICIPATED SCOPE OF WORK

- 2.1. After being selected, the Design Builder will execute a contract with the Owner to provide design and construction services for the Project including, but not limited to:
  - 2.1.1. Project Management and Administration through Project leadership and overall team coordination.
  - 2.1.2. Interdisciplinary Coordination.
  - 2.1.3. Review of and compliance with Codes and Standards. Secure final approval of County Site Plan Review, Architectural Review Board, and Planning Commission.
  - 2.1.4. Value analysis services, value engineering and cost savings suggestions and best value recommendations.
  - 2.1.5. Project planning and scheduling.
  - 2.1.6. Construction cost models, estimates based on marketplace conditions and cash flow development and analysis.
  - 2.1.7. Coordination of Contract and Construction Documents.
  - 2.1.8. Coordination with public and private utility providers to bring all required services to the Project.
  - 2.1.9. Coordination of County Code Inspection and Third-Party Special Inspections.

### **3. STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

3.1. Firms interested in providing design build services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants shall organize their submissions in such a way as to follow the evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source, including references from any past clients, may be used in the evaluation and selection process. In short-listing pre-qualified design-build offerors, emphasis will be placed on information demonstrating ability to successfully complete the Project with quality workmanship, in tight spatial and schedule constraints, and in a productive, collaborative environment.

#### **3.2. Evaluation Criteria**

3.2.1. **Financial Ability:** The prospective design-build team must demonstrate sufficient financial ability to perform the contract by providing evidence (a letter from the surety) of the ability to acquire performance and payment bonds from a corporation included on the United States Treasury list of acceptable surety corporations in an amount not less than \$20 million, or the total estimated cost of design and construction for all phases. The offeror submitting the response to this RFQ must be the same entity providing the evidence of ability to be bonded and must be the same entity that will enter into a design-build agreement with the Owner. Financial ability is a pass/fail evaluation criterion.

3.2.2. **Experience:** The prospective design-build team must demonstrate and provide evidence of appropriate experience for this Project, for both design and construction entities and their key personnel to be assigned to this Project. Each project used as evidence of applicable experience shall be presented on a separate sheet to include, but not limited to, a photograph of the completed project, size of the facility, construction cost, date completed, major features, general contractor, architect-engineer of record, and owner of the facility with current contact information for a reference check. Additionally, we also require percentage of change orders and original contract completion date versus actual completion date.

##### **3.2.2.1. Experience of the Design-Build Entity (30%):**

- a. The Offeror shall provide evidence of overall qualifications, capabilities and experience as it relates to this Project and explain its understanding of, and experience with, the design build delivery method. All experience shall be both relevant (i.e., similar in scope and complexity) and recent (i.e., completed within the last ten years).
- b. The Design-Builder shall provide documentation for a minimum of two and maximum of four design-build projects that best demonstrate its ability to successfully perform this Project, where the offeror was

contracted directly with the project owner. A copy of the offeror's Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR) contractor license shall be provided. The Offeror will be required to have a Roanoke County business license prior to contract award. Offerors may provide experience in a Joint Venture provided the experience is both recent and relevant to this Project and was performed by the proposed joint venture partners.

- c. The architect-engineer firm shall provide documentation for a minimum of two and maximum of four projects similar in scope as defined in the project description that best demonstrate its ability to successfully perform this project. A copy of the firm's current Business License shall be provided.
- d. For previous experience working together, include any project where the Design-Builder and lead design professional have previously worked together as a team on a design-build project.
- e. Provide three referrals or references from other agencies and owners.

#### **3.2.2.2. Experience and Qualifications of Other Team Members (20%):**

- a. Provide experience and qualifications of the structural, mechanical, electrical, plumbing, civil, and any specialty consulting firms participating in the design effort.
- b. Provide experience and qualifications for proposed major subcontractors and your method of subcontractor selection.
- c. Describe each firm's position within the team and role on this Project.

#### **3.2.2.3. Key Personnel (30%):**

- a. **Design-Builder Project Manager:** Qualifications, resume, and experience with design-build projects for the individual that will be responsible for the integration of the Project team and design-build team leadership. The design-build project manager is the primary contact to the owner.
- b. **Pre-construction Services Manager:** Qualifications, resume, and experience with design-build projects for the individual that will perform the pre-construction services.
- c. **Design-Construction Coordinator (Design Manager):** Qualifications, resume, and experience with design-build projects for the individual on the construction side that will be responsible for coordinating design and construction efforts and the transition from the design phase to the construction phase.
- d. **Designer of Record:** Qualifications, resume, and experience with similar

projects of the lead architect, interior designer and relevant engineering disciplines. A copy each key individual's current professional registration issued by the Commonwealth of Virginia DPOR shall be provided.

- e. Consultant/Programmer: If included as part of the Design Build team, qualifications, resume, and experience with similar design-build projects for the individual who will provide professional consulting services. A copy each key individual's current professional registration issued by the Commonwealth of Virginia DPOR shall be provided.
- f. Construction Manager: Qualifications, resume, and experience with similar design-build projects for the individual responsible to manage the design implementation and construction execution.
- g. Superintendent: Qualifications, resume, and experience with similar design-build projects for the individual responsible to manage the design implementation and construction execution.
- h. Clearly indicate if one person is performing the role of more than one of these key personnel functions.

3.2.2.4. Approach to Project Management (20%):

- a. Describe your planning, scheduling, estimating and construction management tools and approach.
- b. Describe your collaborative approach to working with architects, engineers, owners and other key stakeholders. Demonstrate how your collaborative approach resulted in success as it relates to reducing cost, increasing quality, and meeting (or exceeding) schedule and owner expectations.
- c. Describe your approach to change orders, schedule control, and cost control.
- d. Describe your quality control plan.
- e. Describe your safety management approach.
- f. Describe your current workload and ability to proceed promptly.

3.2.3. Judgments: Has your firm or any officer, director or owner thereof had a judgment(s) entered against him/her within the past ten years for breach of contract for governmental or nongovernmental construction, including, but not limited to, design-build or construction management? If so, please explain.

3.2.4. Noncompliance: Has your firm been in substantial noncompliance with the terms

and conditions of prior construction contracts with a public body without good cause? If so, please explain.

- 3.2.5. **Convictions**: Has your firm, any officer, director, owner, project manager, procurement manager, or chief financial official thereof been convicted within the past ten years of a crime related to governmental or non-governmental construction or contracting? If so, please explain.
- 3.2.6. **Debarment**: Is your firm, any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government? If so, please explain.
- 3.2.7. **Timely Response**: Failure to respond to and provide the information requested in (3.2.1) through (3.2.6) above by the due date for responses to this RFQ shall be considered justification for denying pre-qualification for this Project.

#### 4. PROPRIETARY INFORMATION

Information submitted in the public procurement process is subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (section 2.2-4342(F) of the Code of Virginia).

#### 5. SUBMITTAL REQUIREMENTS

- 5.1. The responses to this RFQ shall be limited to 30 pages + appendices (single-spaced, single sided, including this RFQ form, resumes, photographs, charts, etc. A removable media storage device containing one (1) digital copy of the SOQ must also be included in the SOQ packet. The response shall be in a bounded document with cover letter, this RFQ form, and with tabs separating the pre- qualification criteria contained herein with the experience criteria separated as listed in Section 3.2.2 of this RFQ.
- 5.2. Interested companies should submit the RFQ responses (one original and five copies) to Mark Kitta, Director of Operations & Facilities, Roanoke County Public Schools, 5937 Cove Road, Roanoke, VA 24019, 540-562-3800, [mkitta@rcps.us](mailto:mkitta@rcps.us), no later than 2:00 pm on **Friday, May 15, 2020**.
- 5.3. At least 30 days prior to the date established for submission of proposals under the procurement of the contract for which the prequalification applies, the Owner shall advise in writing each offeror whether that offeror has been shortlisted to receive the RFP. A decision by the County shall be final and conclusive unless the contractor appeals the decision as provided in section 2.2-4357 of the Code of Virginia.
- 5.4. **Roanoke County Businesses**: It is also the desire of the County to support Roanoke County businesses and workforce development, and the County encourages companies with corporate offices in Roanoke County and which employ Roanoke County Residents, to compete for County contracts. Please include in your proposal

information regarding the location of your offices, the offices of your sub-consultants, and the employment of Roanoke County residents by your firm or by your sub-consultants.

5.5. **Minority Participation:** It is the desire of the County of Roanoke to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the County's procurement activities. Toward that end, it encourages firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise ([www.dmbe.state.va.us](http://www.dmbe.state.va.us)). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

5.6. **AUTHORIZATION TO CONDUCT BUSINESS IN VIRGINIA:** The attention of each Offeror is directed to Virginia Code Section 2.2-4311.2 (effective July 1, 2010) which requires an Offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid or proposal the Identification Number issued to such Offeror by the Virginia State Corporation Commission (SCC). Furthermore, any bidder or Offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under title 13.1 or Title 50 or as otherwise required by law shall include in its RFQ a statement describing why the Offeror is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information.

- a. Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder/Offeror's Identification Number issued to it by the SCC is: \_\_\_\_\_
- b. Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's/Offeror's Identification Number issued to it by the SCC is: \_\_\_\_\_
- c. Offeror does not have an Identification Number issued to it by the SCC and such bidder/Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAITH-BASED ORGANIZATIONS.

Mark Kitta  
Director of Operations and Facilities

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eVA **April 15, 2020**