

**GUILFORD COUNTY
REQUEST FOR QUALIFICATIONS - ARCHITECTURAL & ENGINEERING SERVICES
EVENT XXX**

This advertisement is for ARCHITECT & ENGINEERING SERVICES for one (1) type of project:
Smaller repair and alteration (R&A) projects (generally for projects under \$250,000)

The work includes the following:

- design services for repair and alteration projects
- engineering evaluations
- project management support
- preparation of contract documents, contract administration
- commissioning and inspection services

The contract(s) will cover facilities in Guilford County, NC. The contract will have a base term of two (2) years and will have three (3) one-year renewal options, for an overall contract period of five (5) years. The total contract amount over the five (5) year period cannot exceed \$500,000. Individual work orders will be negotiated for each project. Typical work orders range from \$500 to \$50,000. Firms that have the qualifications to perform the services described are invited to submit completed packages including **Architect-Engineer Qualifications (Attachment A)**. We have also included:

Attachment B – example of Hourly Rates

Attachment C – example of Guilford County's Contract

Attachment D – example of Guilford County's Terms & Conditions

Attachment E – example of Guilford County's Architectural Services Agreement

Attachment F – example of Guilford County's Evaluation Criteria

Firms must also submit a statement that addresses the following questions / items:

- (1) How long has the technical team been working together? Provide areas of expertise for each team member, and provide details on how the technical team will be structured and managed. Note: The technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract.
- (2) What experience does the team have in renovation projects? Provide information on specific projects.
- (3) What experience does the team have in historical preservation projects? Provide information on specific projects.
- (4) What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects.
- (5) Provide typical office information on work hours, days of operation, emergency contact information, and evidence of current errors and omissions insurance of \$200,000 per claim.

All firms must be licensed to perform Architect and Engineering services in North Carolina. Prime firms must have one licensed Architect on staff who maintain licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil engineer licensed in North Carolina. There is no restriction on the geographical location of Prime Firms or subcontractors. Prime firms that plan to use resources from more than one of their offices in North Carolina must indicate staff compositions of each of those offices on Attachment A. Firms will be evaluated on the content of their Attachment A and the responses to the questions / items above. At the discretion of the Contracting Officer, contracts may be awarded to more than one A/E firm.

Insurance Requirements

1. Insurance Documentation Submittal

By submittal of their proposal response, Professional Corporation acknowledges that they will provide documentation to the Purchasing Department for the following insurance requirements upon receipt of notice of intent to proceed letter from Guilford County.

2. Workers Compensation

Contractor agrees to maintain coverage to apply to employees for statutory limits in compliance with the applicable state and federal laws. The policy and endorsement must include employer's liability with a limit of \$1,000,000 for each accident, \$1,000,000 for each employee, and with a \$1,000,000 aggregate policy limit.

3. Commercial Professional Liability

(Contractor to provide Certificate of Insurance and Endorsement with Guilford County listed as an additional insured)

Professional Corporation does hereby agree to maintain limits of \$1,000,000 per occurrence combined single limit for errors, omissions, and other professional liability, with a \$2,000,000 aggregate limit. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and errors and omissions.

Contractor does hereby agree to maintain limits of \$1,000,000 per accident combined single limit for bodily injury liability and property damage. This should include owned vehicles, plus hired and non-owned vehicles.

4. Underwriting and Cancellation Notice Requirements

All insurance shall be written by companies with an AM Best rating "A" or higher. Such certificates shall require that the policies shall not be canceled or reduced in coverage until thirty (30) days written notice of such cancellation or reduction has been received by Contractor and Guilford County.

5. Maintenance of Insurance Coverage and Renewal Documentation

Contractors original insurance policies or certified copies of policies may be required by Guilford County at any time. Current, valid insurance policies meeting the requirements stated herein shall be maintained for the duration of the Agreement. Renewed policies shall be sent to the County at the above address thirty (30) days prior to any expiration date.

It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. Submissions will not be retained or returned. Please submit your response(s) with one (1) original and two (2) hard copies to the address listed below, and your responses must be received by the event close date and time of Monday, August 21, 2017 2:00 PM EST. **This is not a request for proposal.**

Participation of minority-owned and woman-owned businesses is encouraged. For more information on the Guilford County MWBE Program, please contact Sheila Reaves-Willett, Buyer/Diversity Coordinator at swillett@myguilford.com or 336-641-4823. For information on how to register as a State HUB certified MWBE company, please contact the State HUB Office.

Submit the required documentation to:

Guilford County Purchasing Department

ATTN: Susan Crotts

Old County Courthouse

301 W. Market Street, Room B-32

Greensboro, North Carolina 27401

SPECIAL NOTE:

If you currently have a contract with Guilford County, you DO NOT NEED TO RESUBMIT A PACKAGE FOR THIS EVENT