



Winston-Salem/Forsyth County Schools  
Operations & Facilities Department  
475 Corporate Square Drive  
Winston-Salem, NC 27105

December 6, 2019

**REQUEST FOR QUALIFICATIONS**  
**Architect and Design Services**  
Renovations to North Forsyth High School  
Winston-Salem, NC

Winston-Salem/Forsyth County Schools (WS/FCS) is requesting qualifications from Architectural firms interested in providing design services for renovations to North Forsyth High School in Winston-Salem, NC. The selected firm will be providing complete design services including civil, mechanical, electrical, fire protection, kitchen design and other services as needed to complete the work. Construction administration will be included in the scope of work for the selected firm.

**I. PROJECT INFORMATION**

The project is part of the \$350 million “2016 Bond Package” approved by the voters of Forsyth County in November 2016. Projects in this package include:

- Capital and maintenance improvements (\$29 mil)
- Technology enhancements (\$24 mil)
- Safety and security improvements
- Traffic improvements at four campuses
- Two new middle schools
- Four replacement schools
- Four school additions
- Four school renovations

North Forsyth HS consists of a total of 172,975 square feet

○ Original 1963 building (1 <sup>st</sup> and 2 <sup>nd</sup> floors)	114,259 sf
○ 1965 addition	10,906 sf
○ 1967 addition	34,417 sf
○ 2007 addition	13,393 sf

- The original building included a Gym and Locker rooms. A new Gym was built as part of the 1967 addition and the 1963 gym became the “Auxiliary Gym”.
- **The 2016 Bond includes funding for a renovation to the original 1963 building, not including the Auxiliary Gym and Locker Rooms. The Auxiliary Gym and Locker Rooms total 15,658 sf, resulting in a 98,601 sf renovation.**

- The renovated areas would include:
  - Main office
  - Media Center
  - Auditorium
  - 100 and 200 Hallway in the Main Office Building
  - Cafeteria
  - Kitchen
  - Courtyard
  - Front entrance
- No capacity increase is included in the project.
- Renovations would include upgrades to finishes and mechanical/electrical systems in the noted areas without making major structural modifications.
- The total budget for the project, including design, construction and FFE is \$17 million.

## II. **FORMAT OF SUBMITTAL AND SCORING INFORMATION:**

The criteria outlined below serves as a basis for the qualifications and will be used to determine a list of no more than eight (8) firms for a follow up interview. A committee of Operations and Administrative staff will review the qualifications and select firms to interview. Following the interviews, the committee will rank the firms and contract negotiations will begin based on those rankings.

Submittals are limited to 8 ½"x11" paper, twenty-five (25) pages one-sided (13 pages front and back), including Table of Contents but not the front and back covers.

### A. **Opening page (3 points)**

Briefly introduce your firm and express your interest in the project.

### B. **Past experience in school design and other design (25 points)**

1. List projects (max. 8) underway or completed for a K-12 public school system. Do not include projects with a construction contract amount of less than \$10,000,000.00 (10 points)

For each project, please provide the following:

- a. Name and address of project
- b. Name of school system
- c. Brief description of project (10 words or less)
- d. Construction delivery method
- e. General Contractor
- f. Size of project (square footage)
- g. Design duration
- h. Construction duration
- i. Date completed or anticipated completion
- j. Construction contract amount
- k. Scope of services provided (15 words or less)

2. List projects (max. 5) underway or completed that were for a K-12 school system other than a public school system. Do not include projects with a construction contract amount of less than \$10,000,000.00 (5 points)

For each project, please provide the following:

- a. Name and address of project
- b. Name of school system
- c. Brief description of project (10 words or less)
- d. Construction delivery method
- e. General Contractor
- f. Size of project (square footage)
- g. Design duration
- h. Construction duration
- i. Date completed or anticipated completion
- j. Construction contract amount
- k. Scope of services provided (15 words or less)

3. List projects (max. 10) underway or completed not included in B1 or B2 above. These projects are not limited to educational facilities only. Do not include projects with a construction contract amount of less than \$10,000,000.00 (10 points)

For each project, please provide the following:

- a. Name and address of project
- b. Brief description of project (10 words or less)
- c. Date completed or anticipated completion
- d. Construction contract amount
- e. Scope of services provided (15 words or less)
- f. Construction delivery method
- g. General Contractor

### **C. Past experience in renovation projects (15 points)**

1. List projects (max. 10) that involved an extensive renovation and the displacement of occupants for an extended period of time. Do not include projects with a construction contract amount of less than \$10,000,000.00

For each project, provide the following:

- a. Name and address of project
- b. Nature of the business
- c. Date completed or anticipated completion
- d. Construction contract amount
- e. Construction delivery method
- f. General Contractor
- g. Construction duration
- h. Owner name and contact information

**D. Proposed staff (10 points)**

Provide a list of your firm’s proposed staff that will be involved on this project. Do not include individuals that will not be actively engaged with the owner or the project on a regular basis. In addition, provide a one page resume of these staff members and indicate their role in the process.

**E. Consultants (15 points)**

Provide a list of the consultants (max. 2 per trade) you propose to use on this project for the following services:

- Civil
- Structural
- Mechanical
- Plumbing
- Electrical
- Food Service
- Telecommunications
- Other (specify)

No additional information on the consultants is required with this submittal. Owner reserves the right to require additional information on consultants from the submitter, unless specifically excepted in this submission.

**F. Design and Document Development Summary (20 points)**

On three (3) pages or less, describe your firms process and approach to programming, design, and construction for this project from the time an agreement is reached until project completion.

**G. Construction delivery methods (5 points)**

Please provide a brief opinion of the following construction delivery methods, including “pros and cons” of each. If applicable, provide no more than two (2) projects in which your firm has participated in the respective method. If your firm has not participated in the delivery method, indicate N/A after your statement of opinion.

- Design-Build-Bid (a.k.a. hard bid)
- Construction Manager at Risk (CMAR)
- Design-Build
- Other (specify)

**H. References (5 points)**

Please provide five (5) references. Include Firm name, Contact person, phone number, email address. A minimum of one each must be provided from the following:

- Public K-12 school system, not in Winston-Salem/Forsyth County
- General contractor
- Building Inspections or Planning Department of a NC municipality

*The other two references can be at your discretion*

**I. Closing page (5 points)**

At the end of your submission, provide a statement indicating that all information provided in the proposal is accurate to the best of your knowledge and belief. This document shall be signed and dated by a Principal of the organization.

**NOTE:** Winston-Salem/Forsyth County Schools reserves the right to request current audited financial information from any firm submitting qualifications for this project.

Please provide an electronic copy of your proposal, **no later than 12:00 (noon) on Tuesday December 31, 2019** to the email address provided below. Three (3) original copies of the proposal shall be provided by 2:00 pm on Friday, January 3, 2020 to the address below.

WSFCS Operations Department  
Attn: Ms. Sheila Simpson  
475 Corporate Square Drive  
Winston-Salem, NC 27105  
[srsimpson@wsfcs.k12.nc.us](mailto:srsimpson@wsfcs.k12.nc.us)

It is the intent to select a minimum of three (3) firms to interview following a review of the proposals by the committee. Further information on these interviews should be provided by Monday, January 13, 2020.

Questions regarding this RFQ and submittal of proposals should be directed to:

Mr. Colon Moore  
*Director – Facility Planning and Construction*  
Winston-Salem/Forsyth County Schools  
(336) 727-2616 (phone)  
[wcmoore@wsfcs.k12.nc.us](mailto:wcmoore@wsfcs.k12.nc.us) (email)

All questions or requests for clarification must be submitted no later than 3:00 pm on December 18, 2019. Any clarification memos or addendums to this RFQ will be posted on the Winston Salem / Forsyth County Schools website, [www.wsfcs.k12.nc.us](http://www.wsfcs.k12.nc.us), by December 23, 2019.

Respectively submitted,



W. Colon Moore  
Director – Facility Planning and Construction  
Winston-Salem /Forsyth County Schools