

WINSTON-SALEM/FORSYTH COUNTY BOARD OF EDUCATION
ARCHITECT'S APPLICATION FOR SELECTION

Name of Architect/Firm:	License Number:
Mailing Address:	Telephone Number:
City: State: Zip:	e-mail:

A. PROJECT PREFERENCES. Which of the following projects would you prefer?
(Check all that apply)

Classroom addition Renovation/Replacement Elem-Middle

New Middle High School Renovation Stadium Replacement

B. REFERENCES. Please provide three references each category:
(Include firm's name, contact name, phone, e-mail for each)

Owner Representative:

Engineer:

General Contractor:

C. TRAINING AND EXPERIENCE:

- a. Provide a brief process of your firm's education, training and experience in developing successful school designs
- b. Provide a list of successfully completed k-12 projects
- c. Provide resumes with particular attention to each member of your firm and for those you anticipate would be working on the Owner's project(s).
- d. Are you able to adjust your workload enabling highlighted team members to work on the project per the approved bond schedule?
 Yes No

D. PROJECT EXPERIENCE

- a. Complete the following chart
- b. From the following chart, note if project(s) are ENERGY STAR or LEEDS Certified, and if so the level of certification.
- c. Have you in the last 10 years had projects with legal or technical issues
 Yes No
- d. If yes, please describe those issues

D. Prior Experience: Please complete the chart below listing the last five projects you have done that had a construction cost of more than \$1,000,000 and were for the addition or new construction of a school building, including public, private, elementary, secondary, or education facility.
Please mark with an asterisk (*) the three best projects listed.

Name of Project Name of Owner (state)	Principal architect	Contract date of Substantial Completion	Actual Date of Substantial Completion	Owners Original Budget	Contract cost in contract and Type (Bid or CM@risk)
e-mail address Telephone	Others	Date of Final completion in contract	Actual Date of Final Completion	Architects est. of Construction Cost	Final cost with Change orders
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E. ARCHITECTURAL SERVICES.

- a. Project design is anticipated to be over 6 years, with an 8 year construction schedule. Have you seen and agree to the approved bond project schedule?
 Yes No
- b. Have you read the WS/FSC additions and amendments to the AIA Document B141, Standard Form Agreement between Owner and Architect on the WSFCS website? Yes No
- c. Do you agree to provide the architectural services as described in the WS/FCS AIA Form B141 as amended? Yes No
- d. If No, list and describe those concerns you have with the schedule or contract.

F. Estimated Time for the Work. On the chart below, list your estimate of the time for each phase of the work for each type of Project as described in AIA form B 141					
Project	Schematic and Design Development	Construction Documents	Bidding and Negotiations	Estimated Construction Time	Final Completion*
6-14 Classroom Addition					
Renovate or Replace existing Elem. and/or Middle School					
Renovations High School					
New Middle School					
Stadium Replacement					

*Completion of all phases

G. DESIGN DEVELOPMENT.

- a. Describe the process your firm uses to assure the Owner that the project design will be appropriate for its intended use.
- b. What information will you need from the Owner in order to design the project?
- c. Are you knowledgeable of the ADA and NC Building code requirements for public school buildings? If No, provide explanation.
 Yes No
- d. If yes, provide some examples of projects that illustrate that knowledge.

H. SELECTION OF ENGINEERS. Please list the engineers that you prefer to use to design your projects.

Electrical:

Mechanical:

Plumbing:

Structural:

Civil

I. ESTIMATE OF CONSTRUCTION COST:

- a. Please describe the cost control measures your firm uses to design projects that are constructed at or under budget.
- b. Describe your process of selecting the materials, supplies and equipment that you specify in the contract documents.

J. CONSTRUCTION ADMINISTRATION PHASE.

- a. Please describe and give examples of how your firm supervises and inspects the work on a project to insure quality workmanship and conformity to the contract documents.
- b. Since many public projects are awarded to contractors by Lump Sum bid or CM@Risk, describe how you work to develop a smooth and effective working relationship with and among the contractors on the project for the differing styles and preconstruction services.
- c. What processes and/or procedures do you use to keep the Owner informed as to the status of the project? Attach examples of any forms that you use to illustrate the procedures.
- d. What processes and/or procedures do you use to assist in soliciting participation of HUB contractors on projects?

K. Change Orders. Create a chart like the one below and provide the information requested regarding change orders for each project you listed in item D above

Project Name and Description of Each Change Order	Reason for Change Order	Cost	Party/Parties Responsible
1			
2			
3			
Total Project Change Orders Cost			
<hr/>			
Project Name and Description of Each Change Order	Reason for Change Order	Cost	Party/Parties Responsible
1			
2			
3			
Total Project Change Orders Cost			

L. FINAL COMPLETION

- a. Illustrate, using examples, how diligent you are in seeing that punch list items are completed in a timely manner.
- b. Will you provide the Owner with copies of all PDF and CAD files you developed for the project? () Yes () No
- c. Will your firm provide updated owner site and building plans for the total campus? () Yes () No
- d. How do you assist the Owner to obtain corrective measures, when necessary, during the warranty period?

M. SUMMARY. Why should the Winston-Salem/Forsyth County Schools select your firm for any of these projects?

N. EVALUATION CRITERIA

The following criteria thru information included in response form the basis upon which architectural firms will be selected for further consideration:

- a. Has a Forsyth County office.
- b. Submission of information included in Items C – M above.
- c. Specialized, appropriate expertise for the size and type of Project being requested. (Additions, renovations, new schools, stadiums and/or Pre K(s))
- d. Overall record of successfully completed K-12 projects without major legal or technical problems.
- e. Proposed and demonstrated innovative design solutions and/or design approach for k-12 Projects.
- f. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
- g. Workload and/or availability of the firm's designated personnel.
- h. Compliance with Proposal format requirements.
- i. Other factors that may be appropriate for the Project.

O. SELECTION PROCESS

Winston Salem / Forsyth County Schools comply with North Carolina General Statutes in selecting an architectural firm. This process insures that the architectural firms are selected in a fair and uniform manner based on demonstrated competence, qualifications and experience for the type of service requested.

Upon receipt of proposals from respondents, the proposals will be reviewed in detail and firms will be selected to interview with the Selection committee to further evaluate the architectural firms' qualifications and proposal.

After the interview(s), a written recommendation will be forwarded to the Assistant Superintendent of Operations for approval. Following the approval, contract terms, conditions and fees will be negotiated with the selected architectural firm. In the event contract negotiations prove unsuccessful with the selected architectural firm, the Selection Committee will select another firm with which to begin contract negotiations.

GENERAL COMMENTS

- a. In general, documents that are submitted as part of the response to this Request for Qualifications will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the architectural firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.
- b. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ shall be submitted by e-mail and directed to the WS/FCS Facility Construction Office, Attn: Mr. Bill Powell, Director of Construction at bpowell@wsfcs.k12.nc.us. If a question of general concern is asked by any firm with regard to this RFQ a copy of the written response will be sent to all firms interested in the Project.
- c. Winston Salem/Forsyth County Schools has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. WS/FCS reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
- d. Submittals shall be made on 8 1/2”x 11” paper, side bound with a Table of Contents and reference tabs for key sections and digitally e-mailed. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents, Tab pages and photographs are excluded from these totals). Complete response to each of the categories is required.

All of the above responses are true and accurate to the best of my knowledge and belief.

Name of Firm:

By: _____

Date: _____

Title: _____