

Orange County Board of Education
200 East King Street
Hillsborough, NC 27278



Request for Proposal: RFP #2019-200
Space Planning & Design Services
920 Corporate Drive, Hillsborough, NC

Orange County Board of Education is seeking proposals for space planning and upfit design services for 920 Corporate Drive, Hillsborough, NC 27278.

Proposals must be received in the office of the Superintendent, 200 East King Street, Hillsborough, NC 27278 no later than 12 noon (EDT), February 18, 2019.

General Description

Orange County Board of Education has an acquired property at 920 Corporate Drive, Hillsborough, NC, that was previously used by a charter school. The facility is currently vacant and available for rendered services to begin immediately.

The property consists of:

- Building 1
 - Two-story structure
 - Built around 2006
 - Approximately 14,644 square feet on two levels, both of which may be accessed at ground level
 - A third level of unfinished attic space, which adds 1,355 square feet
 - Includes classrooms (currently configured for 10), administrative offices and conference room space, multi-purpose room (currently used as a cafeteria among other uses)
- Building 2
 - Two-story structure with elevator
 - Built around 2011
 - Approximately 20,089 square feet
 - Contains classrooms (currently configured for 6) and a gymnasium
 - Building is sprinkled for fire suppression
- The site
 - Approximately 5.53 acres
 - Fenced playground area and soccer field
 - 38 paved parking spaces

- Over 364 feet of frontage on Corporate Drive the entrance to the property; and 684 feet of frontage on Highway 70A (no access currently)

Scope of Work

In addition to office space for its administrative Curriculum and Instruction staff, the District intends to develop a “one-stop-shop” for OCS parents in Building 1. Parents will be able to enroll their children for any OCS school at this site, as well as understand and select their transportation, meal and after school care options, among other things. The one-stop shop will be multi-lingual and able to serve the whole school community in a more equitable manner.

Building 1 is currently configured with traditional classrooms on the perimeter surrounding a service core, which in general consists of restrooms, mechanical/electrical services and storage. The one-stop-shop concept envisions an open and inviting configuration on the upper level. The lower level, currently set up in a similar configuration will be modified to accommodate additional support staff.

Use of demountable partitions in this building are envisioned in order to allow future flexibility as circumstances change.

Building 2 has a similar configuration, although with significantly fewer classrooms. The main feature of this building is a gymnasium in the rear part of the building.

1. Fiscal Considerations

1.1 The district has a capital budget for the initial phase “Building 1” design and renovations with an anticipation completion date of August 1, 2019. Phase II of the project for remaining renovations is not funded.

2. Elements of Proposal

The following information should be included in your proposal, as well as any supplemental information you feel provides a comprehensive view of your firm and the proposed design team. Information should be presented in a clear and concise manner.

- 2.1. General overview of the firm and its experience relative to this project;
- 2.2. Current projects of the firm and status of each;
- 2.3. Specifically note projects currently being undertaken by members of the proposed design team;
- 2.4. Address the firm’s workload and how this project would fit within your existing work;
- 2.5. Firm’s experience with environmentally sustainable design;
- 2.6. References from three projects completed within the past five years. School projects are preferred;
- 2.7. Provide names and contact numbers of owner’s representatives for each;
- 2.8. Roles and qualifications of each member of the project team (including subcontractors)
 - 2.8.1. Note LEED certified staff;
 - 2.8.2. For team members with the firm less than five years, indicate previous affiliation.

3. Insurance:

3.1 The successful firm will be required to provide proof of professional liability insurance in types and amounts satisfactory to the District. Respondents must also disclose in their response any and all claims that have been filed against their professional liability insurance within the past ten years, regardless of settlement disposition.

4. Construction Management Plan/Staffing

4.1 Identify design team members and their role and qualifications to provide the anticipated services. Include their work history and representative projects that showcase their expertise for this work. Work history and relevant projects done at another firm should accompany any key employee who has not been with the responding firm for a ten-year period.

5. Submission Requirements

- 5.1. Each respondent shall submit one paper copy of their proposal and three (3) copies in PDF format on CD or Flash Drives.
- 5.2. Prior to submittal, please ensure the CD or Flash Drive is clearly marked with the project name and that the contents are readable.
- 5.3. Proposals shall be submitted in an envelope clearly marked “Corporate Drive Design Services RFP 2019-200” on the outside and delivered to Orange County Board of Education, 200 East King Street, Hillsborough, NC 27278 no later than the date and time listed in this solicitation.

6. Evaluation Criteria

Evaluation criteria will include, but not necessarily be limited to the following:

- 6.1. Demonstrated success on projects of similar scope and completed without major legal or technical problems;
- 6.2. Qualifications of individuals assigned to the project team;
- 6.3. Relevant experience, (North Carolina school design preferred);
- 6.4. Experience with sustainable design;
- 6.5. Capacity of firm and key project personnel to complete this project in a timely manner, given current workload;
- 6.6. Relevant and easily understood response to proposal;
- 6.7. References from completed projects.

7. Interview

- 7.1. A team consisting of District staff will evaluate all proposals.
- 7.2. Interviews are tentatively scheduled for Thursday, February 28, 2019.
- 7.3. Key members of the design team and subcontractors will be expected to participate in the interview.
- 7.4. Short-listed firms should be notified on February 22, 2019.

8. Contract

10.1 The successful respondent will be expected to enter into an agreement that is substantively the same as Attachment 1. This is the District’s standard agreement for such work and has been vetted by the Board’s attorney.

9. **Right to Reject**

11.1 The District reserves the right to reject or accept any or all proposals as is in the best interest of the District.

10. **Questions**

12.1 Questions or comments regarding this Request should be directed to Sara Pitts, Interim Chief Operations Officer at sara.pitts@orange.k12.nc.us.

12.2 All questions are to be submitted in writing (e-mail is preferred).

12.3 Please use the name of the project “Corporate Drive Design Services RFP 2019-200” in the subject line of your e-mail.

12.4 Material clarifications and any modifications will be addressed by addendum to this RFP.

12.5 All requests for clarification must be received no later than 12 noon, Wednesday, February 13, 2019. Responses will be posted to the district RFP/BID website prior to noon on Friday, February 15, 2019.

At a Glance

Subject: Space Planning and Design Services, 920 Corporate Drive, Hillsborough, NC

Critical Dates: Questions deadline: 12 noon EDT, February 13, 2019

Proposal Deadline: 12 noon EDT, February 18, 2019

Contact: Sara Pitts, Interim Chief Operations Officer

sara.pitts@orange.k12.nc.us

(919) 732-8126

Proposals delivered to: Orange County Board of Education

200 East King Street

Hillsborough, NC 27278

Note: This solicitation posted on the Orange County Schools website: www.orange.k12.nc.us