

**Request for Qualifications**  
**Kannapolis City Schools**  
**(Professional Surveying)**  
**December 2023-December 2025**

Kannapolis City Schools (KCS) is requesting responses from professional land surveying firms interested in providing professional surveying services, as needed, during the timeframe of December 2023 through December 2025. Qualifications will be reviewed, and firms assigned on a per project basis. Professional surveying firms should have experience in large commercial, industrial and/or governmental type projects. This Request for Qualifications (RFQ) consists of the following parts:

- I** Summary of Projects
- II** Selection Schedule
- III** Contact
- IV** Summary Proposal Content
- V** Summary Evaluation

Exhibits:

- Exhibit A: Consultant Information Form
- Exhibit B: Prior Related Experience Form
- Exhibit C: MWBE Questionnaire - Identification of Minority Business Participation

It is the intent of this solicitation process to fully comply with NCGS § 143-64.31 - Procurement of Architectural, Engineering, and Surveying Services, to announce all requirements for architectural and engineering services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, KCS shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm. Selection of a firm shall include the use of good faith efforts by KCS to notify minority firms of the opportunity to submit qualifications for consideration by KCS. KCS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any and all responses to the RFQ.

## I SUMMARY OF PROJECTS

Anticipated professional survey work will include, but not be limited to, topographic, boundary, setback identification, storm sewer/sanitary sewer/water system locations and invert elevations, structure locations, utility sizing and locations, tree size and identification, location and identification of road rights of way and any apparent utility easements, and any necessary recordation of land surveys as is consistent with and required by the laws of North Carolina.

The scope includes anticipated professional surveying services, as needed, for miscellaneous type projects and construction related projects.

The professional survey firm will produce necessary surveys in electronic format to include but not be limited to: AutoCAD 2014 or later releases or industry standard electronic surveying and mapping software.

## II SELECTION SCHEDULE

**Official responses to the RFQ will be due at 2:00 p.m. on October 30, 2023.**

This RFQ package was made available to be picked up at the Kannapolis City Schools Central Office, 100 Denver St. Kannapolis, NC, and was available electronically via the KCS website beginning at **9:00 am, October 10, 2023.**

Though interviews are not anticipated, CCS, at its sole discretion, may determine that it wants to short list and/or interview firms. No single firm is anticipated to be selected to perform all the survey related work that may come up during the specified time period and selections may occur at the time the service is required. After selection of a firm, the scope of work and negotiations will begin immediately.

## III CONTACT

Firms interested in submitting a proposal are requested to submit it to the attention of:

Scott Rodgers  
Kannapolis City Schools  
100 Denver St.  
Kannapolis, NC 28083  
(T) 704.425.4690  
[scott.rodgers@kcs.k12.nc.us](mailto:scott.rodgers@kcs.k12.nc.us)

## IV SUMMARY PROPOSAL CONTENT

Proposals should include (at a minimum) the following:

1. History of the firm.
2. Qualifications of the firm (Submit completed Consultant Information Form – **Exhibit A**).
3. Management and Staffing - Include brief resumes which list the qualifications and experience of key personnel from the firm designated to perform the above-listed work. Include the current registration of the project team's professional surveyor within the State of North Carolina.
4. Prior Related Experience - Briefly describe school specific land surveying experience of the firm including a contact person and telephone number for referenced projects. Please use the Prior Related Experience Form set out as **Exhibit B**. Limit to a total of four (4) pages for Exhibit B.
5. Specific project needs may provide sub-consultant opportunities. At this time, those opportunities are not known. Please provide the MWBE/DBE status of your firm. At the time of selection, once the scope of work is known, the selected firm will provide a completed MWBE Questionnaire - **Exhibit C** as an amendment to their response.
6. Limit responses to four (4) pages (not inclusive of Exhibits A - C) and be typed on 8 ½"x11" sheets, single spaced, one sided. Proposals containing more than four (4), one-sided pages may not be considered. Exhibits A - C may be double sided as noted in their respective sections. Provide (one) 1 electronic copy (CD, flash drive or PDF). Non-PDF submissions shall utilize Microsoft Office Word 2010 (or earlier version).

## V SUMMARY EVALUATION

The Review will be a qualifications-based process to select the most qualified respondent. A weighted scoring system will be used as a tool to evaluate proposals on the following criteria:

- **Professional Qualifications (50%)** – The professional qualifications, including the education, certifications, and licensures, and special abilities and experience of the team members to be assigned to the project to perform the necessary services as they relate to the design and construction of civil and building projects of school type facilities. Resumes should be concise and relevant to the project. An organizational chart of key personnel to be assigned to the project by discipline is required.
- **Performance and Relationships (40%)** – The performance of the firm, its subconsultants, and team members on previous school projects in North Carolina, as relevant to the execution of this project.
- **Acceptability of Owner’s standard Purchase Order Amendment (10%)**

Submittals that are incomplete or lacking in the required elements will be disqualified. The cumulative total of all scores will determine the most qualified firm(s) for the project(s).

# EXHIBIT A

## Consultant Information Form

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**PRINCIPAL OFFICE:**

Corporation

Partnership

Limited Liability Company

Joint Venture

Other

**NAME OF PROJECT: Professional Surveying Services, as needed, for the term Octobr 2023 – October 2025.**

### § 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Professional Surveyor? \_\_\_\_\_ § 1.2

How many years has your organization been in business under its present business name? \_\_\_\_\_ § 1.2.1

Under what other or former names has your organization operated?

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation: \_\_\_\_\_

§ 1.3.2 State of incorporation: \_\_\_\_\_

§ 1.3.3 President's name: \_\_\_\_\_

§ 1.3.4 Vice-president's name(s): \_\_\_\_\_

§ 1.3.5 Secretary's name: \_\_\_\_\_

§ 1.3.6 Treasurer's name: \_\_\_\_\_

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization: \_\_\_\_\_

§ 1.4.2 Type of partnership (if applicable): \_\_\_\_\_

§ 1.4.3 Name(s) of general partner(s): \_\_\_\_\_

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization: \_\_\_\_\_

§ 1.5.2 Name of owner: \_\_\_\_\_

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

**§ 2 LICENSING**

**§ 2.1** List jurisdictions in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

\_\_\_\_\_

**§ 3 EXPERIENCE**

**§ 3.1** List the categories of professional design services that your organization normally performs with its own forces.

\_\_\_\_\_

**§ 3.2** Claims and Suits. (If the answer to any of the questions below is yes, please attach details – Caption name, name of parties, date, amount at issue, nature of dispute and final disposition.)

**§ 3.2.1** Has your organization ever failed to complete a project to which it was under contract?

\_\_\_\_\_

**§ 3.2.2** Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

\_\_\_\_\_

**§ 3.2.3** Has your organization, as a plaintiff or defendant, been a party to any law suits or arbitration with regard to design or construction contracts within the last five years?

\_\_\_\_\_

**§ 3.2.4** Has your organization, as a claimant or respondent, participated in any mediation settlement conferences as a party with regard to design or construction contracts within the last five years?

\_\_\_\_\_

**§ 3.3** Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a design or construction contract? (If the answer is yes, please attach details.)

\_\_\_\_\_

**§ 3.4** On one separate sheet (front and back if necessary), list major survey related projects your organization has in progress, giving the name of project, owner, contractor, contract amount, percent complete and scheduled completion date.

\_\_\_\_\_

**§ 3.5** On one separate sheet (front and back if necessary), list the major projects your organization has surveyed in the past five years, giving the name of project, owner, contractor, contract amount, and date of completion.

\_\_\_\_\_

**§ 5 INSURANCE**

**§ 5.1** Professional liability insurance carrier: \_\_\_\_\_

§ 5.2 Professional liability insurance coverage amount: \_\_\_\_\_, on the basis of [ ]

Claims made

[ ] Occurrence

§ 5.3 Have any claims been made under your professional liability insurance policy during the current reporting period? If so, explain: \_\_\_\_\_

**§ 6 SIGNATURE**

§ 6.1 Dated at this day of \_\_\_\_\_, \_\_\_\_\_

Name of Organization:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**§ 6.2 NOTARIZATION**

\_\_\_\_\_, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of \_\_\_\_\_, \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXHIBIT B**

**Prior School Related Experience Form**

Kannapolis City Schools-Operations and Facilities

Name of Firm \_\_\_\_\_ Principal Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Please complete requested information for the most recent **Schools** that you have provided design consultation services within the past two to five years. Use one form for each project.

**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project completed: \_\_\_\_\_

Type of consulting services provided:  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project of completed: \_\_\_\_\_

Type of consulting services provided:  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project of completed: \_\_\_\_\_

Type of consulting services provided:  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_

\_\_\_\_\_

**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project of completed: \_\_\_\_\_

Type of consulting services provided:  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_

\_\_\_\_\_

***This form must be included in each information packet.  
Copy as needed. Photos may be included.***

**EXHIBIT C**

**MWBE Questionnaire**

**IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION  
Kannapolis City Schools**

I, \_\_\_\_\_ (Name of Proposer)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone # Work type \*Minority Category


\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**)  
American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**The total value of minority business contracting may be approximately (\$)\_\_\_\_\_ Or,**

**Please declare if all work will be self-performed**

\_\_\_\_\_ (signature of authorized agent)