

**CES Cafeteria Partial Renovation  
Architectural / Design  
Request for Qualifications**

The Smith County Board of Education seeks to retain the services of a professional consultant architectural firm. The selected firm will provide services related to the partial renovation of Carthage Elementary School Cafeteria, along with replacement drain lines.

The required completion timeline for the project will be March 2023. Smith County Board of Education anticipates funding the project from Federal funding sources.

Interested firms must submit a response to this request utilizing the Request for Qualifications document available on the preceding page.

Proposing firms should send no other forms, documents, or materials with their submission. Only the Request for Qualifications document will be evaluated. Additionally, the firm's response should be limited to a maximum of four (4) pages.

Submissions will be accepted by the Board of Education no later than 10:00 a.m., Tuesday, September 13, 2022. (local time)

Requests for additional information or clarifications must be made via email to Norma Mitchell, CFO Smith County Schools ([mitchelln@smithcoedu.net](mailto:mitchelln@smithcoedu.net)).

Responses will be evaluated and scored according to percentages as outlined in the Request for Qualifications document. Evaluation proceedings will be conducted within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, sexual orientation, gender identity, or national origin.

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**A. Firm Information**

Firm Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**B. Project Experience – 50 Points**

1. Describe up to 5 projects of similar type and scope. Explain how each project relates to this project. For each project, include the names and roles of staff and consultants on the design team.

**C. Qualifications – 40 Points**

1. Describe the firm's proposed project team, including their roles and responsibilities. Provide qualifications for each team member, including but not limited to, education, certifications, licensure, and years of experience.
2. List all consultants proposed for the project team, including their roles, qualifications, and firm location. Describe your firm's experience and working history with each proposed consultant.

**D. Services – 10 Points**

1. Describe any unique qualities regarding your firm's approach to the project.