

ASHE COUNTY BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES
REPAIR/REPLACEMENT OF ASHE COUNTY MIDDLE SCHOOL ROOF

Issue Date: February 4, 2025

Response Due Date: February 28, 2025

The Ashe County Board of Education requests written proposals from qualified individuals and firms to provide architectural and engineering services for (1) the creation of plans and specifications and (2) construction administration services for repair, renovation, and/or replacement to the roof at Ashe County Middle School, 255 Northwest Lane, Warrensville, NC 28693.

Responses to the RFQ package are due on or before 2:00 p.m. EST on February 28, 2025. The Board of Education reserves the right to reject any or all proposals, to waive any minor informality in the RFQ process, and to accept the proposal(s) deemed to be in the best interest of the Ashe County Schools.

Note that the terms Consultant, Architect, and Engineer may be used interchangeably in this document and each refers to the individuals or firms submitting responses to this RFQ.

I. PROJECT DESCRIPTION.

The project is the design and construction administration of roof repair or replacement for Ashe County Middle School, 255 Northwest Lane, Warrensville, NC 28693. The current roof area is approximately 60,388 square feet.

II. RESPONSE TO RFQ. All responses to the RFQ should be submitted to Dr. Eisa M. Cox, Superintendent, Ashe County Schools, 320 South Street, Jefferson, NC 28640; Telephone: (336) 246-7175; Fax: (336) 246-7609; Email: eisa.cox@ashe.k12.nc.us

One (1) hard copy and one (1) digital version (in PDF format) of the response to this request for proposal must be delivered to the above address not later than 2:00 p.m. EST on February 28, 2025 in sealed packaging plainly labeled:

*REQUEST FOR QUALIFICATIONS – Repair/Replacement of Roof,
Ashe County Schools*

The electronic copy shall be provided as a USB flash drive.

III. QUESTIONS REGARDING RFQ. Questions regarding this RFQ are to be submitted in writing via email to Dr. Eisa M. Cox at eisa.cox@ashe.k12.nc.us not later than Monday, February 24, 2025. Please include the RFQ name in the subject line of the email correspondence.

IV. SITE VISITS. Visits to each site can be arranged by contacting Dr. Eisa M. Cox at

eisa.cox@ashe.k12.nc.us or by (336) 246-7175.

- V. SCOPE OF WORK. The following may be considered a minimal list of project requirements, and shall not be considered all-inclusive:
- A. Properly Evaluate Project Areas
 - Perform site visits, if required.
 - Review existing conditions.
 - Understand current and proposed uses.
 - B. Utilize Effective Design and Construction Methods
 - Use highly qualified design professionals, licensed to practice in North Carolina and having experience with school projects in North Carolina and with North Carolina governmental agencies, including the North Carolina Department of Public Instruction and the North Carolina Department of Insurance.
 - Meet with representatives of the school district on a regular basis to review design opportunities and constraints.
 - Conduct any necessary code research.
 - Identify regulatory agencies and permits required for the project.
 - Assess programming and overall facility use needs as may be applicable.
 - Ensure proper materials selection and workmanship by highly skilled professionals.
 - Ensure effective utilization of time and resources to meet budgetary and schedule constraints.
 - Certify construction standards and warranty workmanship.
 - C. Demonstrate experience in design and construction of public-school roofing projects.
 - D. Demonstrate ability to provide cost-effective design measures for roof replacement projects.

- VI. PROPOSAL SUBMITTAL FORMAT AND CONTENT. The instructions below provide guidance and information to help in the preparation and submittal of concise responses to this RFQ. The purpose is to establish the format and content of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format. The qualifications proposal should be no more than ten (10) pages, five (5) double-sided sheets, in length, excluding binding, covers, and tabs. Proposals shall be presented in a well-organized and concise manner and bound to allow ease of review. Please provide a cover that depicts the Project Name and Design-Build Firm Name.

Proposal Content. The following items must be addressed in your package:

- A. Introductory Letter: Respondents shall submit a clear concise response indicating the following:
 - Name of Firm and its contact information,

- Primary Contact and his/her contact information,
 - Why the school district should select your firm for this work, and
 - Acknowledgment of any RFQ Amendments (if any).
- B. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications. Only include those projects in which the project team members have actively participated or led:
- Provide projects of similar scope for work completed over the past five (5) years. List a reference with contact information for each project cited. Note whether the project was completed within scope, budget, and schedule requirements.
 - Provide an additional list of any projects of a similar nature that are currently in design, permitting, or construction phases. List a reference with contact information for each project cited. Note whether any project phases were/are within scope, budget, and schedule requirements.
 - Provide a brief description of current workload and management intent regarding scope and schedule if selected. The school district anticipates the design work to begin quickly and would require designer availability within a short period of time of awarding this work.
- C. Project Approach and Schedule: A summary description of how your firm proposes to approach this project. Include a summary discussion of proposed methodologies, techniques, and procedures for each work item.
- D. Insurance and Contract Statement: Provide a statement that the firm, if selected, will provide insurance as required by the contract documents between the firm and the Board of Education.
- E. Identification of Lawsuits and Administrative Claims/Fine: Identify all lawsuits, administrative proceedings, licensure revocation proceedings, or other such actions with which you have been a party in the past five (5) years.

VII. EVALUATION CRITERIA.

All Proposals will be evaluated and a firm selected on the following criteria:

- Specialized or appropriate expertise in the type of project.
- Past performance on similar projects.
- Adequate staff and expertise for the proposed project design team.
- Current workload and State projects awarded.
- Proposed design approach and review methodology for the project.
- Recent experience with project costs and schedules.
- Construction administration capabilities.
- Proximity to and familiarity with the area where the project is located.
- Record of successfully completed projects without major legal or technical problems.

- HUB participation on the design team and/or consultants.
- Other factors that may be appropriate for the project.

VIII. SELECTION PROCEDURES. The school district will review all RFQ submittals and select in its opinion the most qualified firm. A selection committee comprised of staff members from the school district will be convened to review the qualifications packages. The school district reserves the right to reject any and/or all submittals. Respondents may be asked to attend an interview and should make themselves available for a presentation to the selection committee.

Each firm will be responsible for all costs (e.g., travel and presentation materials) related to the presentation. The selected firm will be notified by the school district and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected firm, the school district will negotiate with another qualified firm(s).

IX. OTHER CONSIDERATIONS FOR CONTRACT EXECUTION. All qualification packages and materials submitted in response to this RFQ become the exclusive property of the school district. This RFQ is neither a contractual offer nor a commitment to purchase services. The school district does not assume any contractual obligation as a result of the issuance of this RFQ, the preparation or submission of a qualifications statement by a respondent, the evaluation of statements, or final selection. All submissions may be kept by the school district and may be disclosed to third parties at the school district's discretion.

X. PUBLIC RECORDS. Documents received in response to this RFQ are public records and subject to public inspection and copying. Some documents are public as soon as received by the school district, while others may become public at bid opening or at bid award.

XI. MINIMUM CREDENTIALS. Licensure is required for professional engineers, architects, and other professional services. The architects and engineers performing the work must be licensed Architects or Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any consultant proposing to use corporate subsidiaries or subconsultants must include a statement that these companies shall be properly licensed in like fashion. It will be the responsibility of the prime consultant to verify license(s) of any corporate subsidiary or sub-consultant prior to contract negotiation.

XII. SCHEDULE. It is anticipated that the design of the project will begin immediately after a contract is executed, that the bidding phase will begin in April 2025, that construction will begin in June 2025, and that the project will be completed in August 2025.