

REQUEST FOR QUALIFICATIONS
DESIGN SERVICES FOR HVAC RENOVATION PROJECTS

Johnston County Public Schools

September 9, 2026

Johnston County Public Schools (JCPS) is soliciting responses from qualified engineering teams to provide complete professional design and construction administration services for upcoming HVAC renovation projects. A Statement of Qualifications and responses to the following criteria will be used to select firms for these projects that include additions, renovations, equipment replacement, and/or other improvements to existing HVAC renovation projects at JCPS schools. Services for these projects are expected to begin immediately following award and proceed expeditiously to construction.

Please address the following in your submission in the same order as requested:

1. Proposed Design Team (30%):

- List your design team and proposed consultant firms. Include a brief resume for each key member. Only include staff that will be part of the design team for the duration of the projects. Indicate role and experience with the firm.
- Describe your current workload and capacity for being selected for any or all of these projects together.
- Describe your methodology for quality assurance/control internally and consultant/contractor's work product through design and construction administration.
- Has your firm been involved in any litigation arising out of any of your projects in the last five years? (Yes/No) If yes, please include an explanation.

2. Experience in similar school projects (30%):

- How many addition and/or renovation projects to existing K-12 schools has the proposed team completed together in the last five years? Provide a few examples and indicate the construction delivery method for each.
- Describe the cost control measures your firm uses to design projects that are cost-effective and provide the final unit price information for addition/renovation projects only in the last 5 years.
- How many, and briefly describe, the reason for each non-owner generated change order on these projects?

3. Proximity to, and familiarity with the area where the project will be located (10%):

- Where is the office located that will service this project?
- Are you familiar with Johnston County building codes and ordinances? (Yes/No)

4. Innovative Design (30%):

- Describe your design process to maximize programming while conserving building efficiency.
- Describe your design methodology for life cycle analysis, building envelope, HVAC system selection, and other features to achieve optimal energy efficiency while maintaining project costs.
- Outline your design strategy to mitigate unforeseen issues and prevent impacts to students and staff during construction on an active school campus.

5. Important Information:

- **Qualifications will be received by 2:00pm on Thursday, October 8th, 2026 in person or by mail to Attn: Josh Woodard, by providing four (4) paper copies and (1) digital copy of your response to our physical address: 601 West Market Street, Smithfield, NC 27577 (Do not use USPS due to it being sent to our PO Box)**
- Upon receipt of proposals, firms will be evaluated in detail and potentially invited to interview with the selection committee. Following selection, contract terms, conditions, and fees will be negotiated with the selected firm. In the event contract negotiations are unsuccessful with the selected firm, the selection committee will select another firm to begin negotiations with.
- **Any questions regarding this RFQ shall be submitted directly to Josh Woodard by 2:00pm on October 6, 2026 by email at JoshuaWoodard@johnston.k12.nc.us. A copy of the question and written response will be sent to all firms interested in the project.**
- Johnston County Public Schools reserves the right to reject any and all responses received at any time and/or request additional information or clarification.

****** Please limit proposals to 30 pages or 15 double-sided pages ******