



HARNETT COUNTY SCHOOLS  
MAINTENANCE DEPARTMENT  
LILLINGTON, NC 27546

REQUEST FOR QUALIFICATIONS FOR

DESIGN CONSULTANT  
SCHOOL NUTRITION FREEZER/COOLER  
RFQ-2025-09

QUALIFICATION PROPOSALS DUE **JULY 31, 2025**, NO LATER THAN 2:00 P.M.

SUBMIT VIA EMAIL, DELIVERY SERVICE, OR HAND DELIVER TO:

HARNETT COUNTY SCHOOLS PURCHASING DEPARTMENT  
ATTN: GARLAND MCDOWELL  
DIRECTOR OF PURCHASING  
125 ALEXANDER DR.  
LILLINGTON, NC 27546

## **Introduction**

Harnett County Schools (HCS) is soliciting Statements of Qualifications from qualified design consultants for professional services for the design of a metal structure containing a freezer/cooler with a specialized vented foundation. The structure is to be located adjacent to 1500 South Main Street, Lillington, NC 27546.

This solicitation is being conducted in accordance with the Mini-Brooks Act (N.C.G.S. §143-64.31), which requires that contracting for architectural, engineering, and other professional design services be based on demonstrated competence and qualification without regard to fee.

## **Scope of Services**

- Design a metal building with an integrated freezer/cooler.
- Include a specialized vented foundation system in the plans.
- Provide stamped construction drawings prepared by a licensed professional.
- Submit all required design documents for review and approval.
- Collaborate with the selected general contractor during construction to ensure adherence to design specifications.

The scope may be adjusted as needed during project planning and coordination

## **RFQ Response Timeline**

Issue RFQ	June 23, 2025
Deadline for Questions	July 17, 2025 by 2:00 PM
Addenda Answering Questions	July 22, 2025
Deadline for Proposal Submission	July 31, 2025 by 2:00 PM
Review of Proposals and Create Shortlist	August 4, 2025
Evaluates and Select Qualified Firms	August 6, 2025
Approval of firms and Begins Negotiations	August 2025 (Anticipated)

## **Submittal Requirement**

Interested firms shall submit a Statement of Qualifications (SOQ) that includes the following:

- Cover Letter (1 page)
- Firm Overview – general background, size, office locations, services
- Relevant Experience – summary of comparable project experience in NC
- Project Team – résumés and roles of key personnel assigned.
- Description of similar projects completed within the last five years.

- References – at least three (3) public sector clients for whom similar services were provided (preferred).
- Current workload and availability.
- Statement of understanding of project scope and schedule.

Submissions must not exceed 25 pages, excluding the cover letter.

### **Evaluation Criteria**

Responses will be evaluated based on the following:

- Firm's experience with similar projects (30%)
- Project team qualification (25%)
- Understanding of the project and methodology (25%)
- Capacity to perform work within HCS's schedule (10%)
- References and past performance with public sector clients (10%)

Harnett County Schools reserves the right to select the firm that best meets its needs and may conduct interviews at its discretion.

### **Selection Process**

This RFQ is the first step in a two-part selection process:

1. Qualifications-based selection: HCS will evaluate and rank firms based on submitted qualifications.
2. Fee negotiation: After ranking, HCS will negotiate a fair and reasonable fee with the top-ranked firm. If negotiations fail, HCS will proceed to the next-ranked firm.

### **Submission Deadlines & Delivery**

Responses must be received no later than:

2:00 PM (EST) on Tuesday, July 31, 2025

Submit via:

Email Garland McDowell to: [gmcowell@harnett.k12.nc.us](mailto:gmcowell@harnett.k12.nc.us)

OR hard copy (1 original + 3 copies) to:

Garland McDowell  
Director of Purchasing  
Harnett County Schools  
125 Alexander Dr.  
Lillington, NC 27546

Late submissions will not be considered.

**Questions & Clarifications**

All inquiries must be submitted in writing by July 17, 2025, at 2:00 PM to:

Garland McDowell

Director of Purchasing

Email: [gmcowell@harnett.k12.nc.us](mailto:gmcowell@harnett.k12.nc.us)

**Subject Line:** RFQ-2025-09 Design Consultant

**Historically Underutilized Businesses (HUBs)**

Harnett County Schools encourages participation from minority-owned, women-owned, and Historically Underutilized Businesses (HUBs). Firms are encouraged to indicate any HUB certification and participation.

**Public Notice Requirement**

This RFQ is publicly advertised in accordance with Session Law 2021-189 and G.S. 143-64.31, with at least seven (7) full calendar days between posting and the submission deadline.