



HARNETT COUNTY SCHOOLS
LILLINGTON, NC 27546

REQUEST FOR QUALIFICATIONS
FOR SITE ASSESSMENT SERVICES
Highland High School
RFQ-2025-016

QUALIFICATION PROPOSALS DUE **October 14, 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

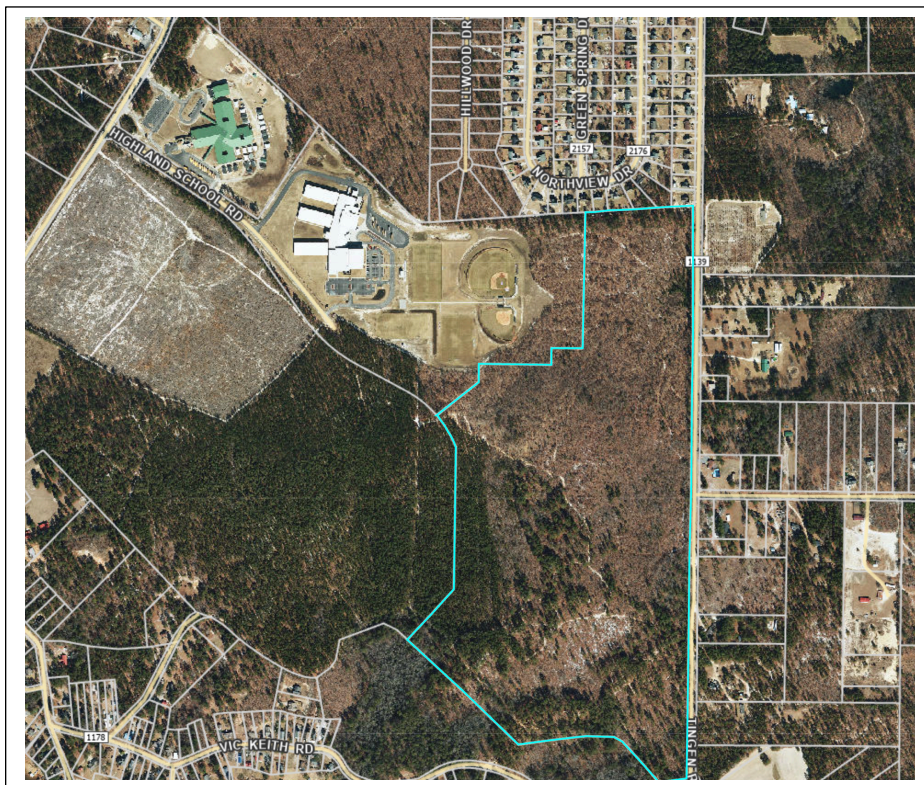
Introduction

Harnett County Schools (HCS) is soliciting Statements of Qualifications (SOQs) from qualified Site Assessment firms to provide Site Assessment Services for a new Highland High School facility. HCS intends to use the Construction Manager at Risk (CMAR) delivery method. This solicitation is for Site Assessment-only services; the selected firm will not participate in the construction execution plan.

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.

Project Description

Harnett County Schools plans to design and construct a new Highland High School on Highland School Road. The new facility will accommodate approximately 1500 students and will include classrooms, administrative offices, media center, cafeteria, gymnasium, auxiliary gym, athletic fields, and associated site work.



The project must be designed in accordance with applicable North Carolina Department of Public Instruction (DPI) guidelines, North Carolina Building Code, and all other applicable federal, state, and local requirements.

Scope of Services

The selected Site Assessment Consultant will provide comprehensive site assessment services to support the planning, design, and construction of the new Highland High School facility. These services shall include, but are not limited to, the following:

- Perform detailed boundary and topographic surveys of the proposed site, including property lines, easements, right-of-way, existing features, and elevation data necessary for design development.
- Conduct Phase I Environmental Site Assessments (ESA) in accordance with ASTM standards. If recommended, perform Phase II assessments including soil and groundwater sampling and analysis to identify any potential environmental concerns.
- Analyze existing and proposed stormwater drainage conditions, including watershed delineation, runoff calculations, preliminary design recommendations, and regulatory compliance guidance related to stormwater permitting.
- Identify, locate, and map all existing public and private utilities on or near the site. Coordinate with applicable utility providers to verify capacity, connection points, and service availability for water, sewer, electric, gas, and telecommunications.
- Perform traffic engineering studies, including current and projected traffic volumes, intersection analysis, queue length modeling, and recommendations for improvements to support safe and efficient site access and circulation.
- Conduct geotechnical borings and soil testing to determine subsurface conditions. Provide a comprehensive geotechnical report outlining soil classifications, groundwater conditions, bearing capacity, and recommendations for foundations, pavements, and other site features.
- The selected site assessment consultant shall coordinate closely with the Owner’s selected Design Consultant and Construction Manager at Risk (CMAR) throughout all phases of the assessment process. Collaboration shall include, but is not limited to, data sharing, participation in design and planning meetings, aligning site evaluations with design intent, and providing timely input to support cost estimating, value engineering, and construction logistics.

Additional services may be required as necessary to meet the permitting and design needs of the project. The consultant will work in close coordination with the Owner and the full project team to ensure timely and accurate delivery of all required assessment data.

RFQ Response Timeline

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Issue RFQ	September 17, 2025
Deadline for Questions	September 25, 2025 by 2:00 PM
Addenda Answering Questions	September 29, 2025
Deadline for Qualification Submission	October 14, 2025 by 2:00 PM
Review of Proposals and Create Shortlist	October 16, 2025
Evaluates and Select Qualified Firms	October 21, 2025
Approval of firms and Begins Negotiations	November 2025 (TBD)

I. QUALIFICATIONS

Relevant Experience

- Minimum experience of five (5) years in the successful study, design, permitting, construction documentation, bidding, and construction oversight of school buildings and any other applicable project type of a similar size, scale, and scope as the proposed project outlined in this RFQ.
- Extensive experience with Town, County, and State permitting processes, requirements, and timelines.

Knowledge of Relevant Codes

- Knowledge of, and experience in, the legal and administrative requirements, procedures, and practices related to the study, design, funding, permitting, and construction of public facilities, including all state and local codes, ordinances, statutes, and regulations.

Professional Registration

- Possession of all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under North Carolina law to perform the services as outlined in the previous sections of this RFQ

Resumes and statements of qualifications for supplemental service consultants are not required as part of this proposal, however, providing a list of firms the Consultant would engage to perform supplemental services is recommended. Harnett County Schools reserves the right to reject any firm listed or proposed to be engaged with during the project.

Statement of Qualifications will be evaluated based on the collective experience and qualifications of the Consultant and their subconsultants. Submitting a project team composition that differs from the suggested list above will not be considered grounds for disqualification. Harnett County Schools is relying on the Consultant's knowledge and expertise to assemble an experienced and effective consultant team to execute the scope of work and deliver the project to a high quality.

II. FORMAT REQUIREMENTS

Succinct Statements are advised. The following information must be included in all applications. Information should be grouped into three sections, in the order listed below:

Section 1: Project Understanding (5 Pages Maximum)

Provide a narrative describing the proposed project and any necessary or pertinent background information. Discuss the Consultant's understanding of the project and approach to the successful completion of the scope of services outlined in this RFQ and provide a proposed work schedule to accomplish all tasks. If applicable, identify the staff roles that would be assigned to each major task, including subconsultants.

As necessary, please include any photographs, renderings, sample projects, or other visual images that will clarify your approach or provide contextual background. Provide captions as needed to demonstrate applicability to this project.

Section 2: Qualifications and Experience

This section should include the following information:

- a. Description of the Consultant, including a statement of the Consultant's qualifications for providing

the scope of services. This project requires successful prior experience in stakeholder engagement, public or private school design, universally accessible/inclusive design, construction methods and detailing, construction observation, and knowledge of local codes, ordinances, and permitting requirements.

- b. Current one-page resumes for each team member, including qualifications and experience, length of time and role with the company.
- c. Five to ten images of relevant past projects. Images should be clearly labeled. A brief narrative describing each project must include: project title, date completed, consultant role in the project, location and size, cost, and client contact information.
- d. Qualifications/experience of each intended sub-consultant or sub-contractor.

Section 3: Firm Availability and References

This section should include the following information:

- a. List of current ongoing projects. Include: Project start date; expected completion date, total project cost, your ability to devote staff resources to complete this project.
- b. Three professional project references, with complete business address, phone numbers, and email addresses.

"All sections combined, Submissions must not exceed 25 pages, excluding the cover letter."

III. SELECTION PROCESS

Responsive submittals will be reviewed and screened by the Harnett County Schools Evaluation Committee. Statements will be evaluated according to the criteria listed below. If deemed necessary by the Evaluation Team, Consultants submitting the highest rated proposals may be invited for interviews. However, Harnett County Schools reserves the right to award the contract without performing formal interviews.

Evaluation Criteria

All submittals will be evaluated using the following scoring criteria. The scoring system is intended to assist Harnett County Schools in organizing and ranking the Statements received for consideration. However, Harnett County Schools is under no obligation to select the highest-ranking proposal or any other proposal not deemed to be, in the opinion of Harnett County Schools, the most advantageous to successfully completing the project.

1. Project Approach (40 points)

Statements will be scored based on the Consultants' ability to demonstrate an understanding of the project goals, complexities, opportunities, challenges, constraints, and schedule. Successful proposals will outline an approach that responds directly to these project factors and provides a high likelihood of project success.

2. Qualifications, Experience, and Performance History (35 points)

Statements will be scored based on the relevant experience, background, and project history. Successful proposals will demonstrate a breadth of experience in designing public school construction projects.

3. Availability and References (25 points)

Statements will be scored based on the availability of firm to meet proposed schedule and references of the individual or team members, including subconsultants.

Submission Deadlines & Delivery

Responses must be received no later than:
2:00 PM (EST) on Tuesday, October 14, 2025

Submit via:

Email Garland McDowell to: gmcowell@harnett.k12.nc.us

OR hard copy (1 original + 2 copies) including **one digital copy** on a labeled flash drive to:

Garland McDowell
Director of Purchasing
RFQ-2025-016 Design Services Highland High School
Harnett County Schools
125 Alexander Dr.
Lillington, NC 27546

Late submissions will not be considered.

Award

Harnett County Schools may decide to accept a Statement of Qualifications, or it may decide to reject all Statements. Once a proposal is accepted, contract negotiation will commence. This RFQ and the Consultant's response to it, in the form of their entire Statement, will become part of the Contract. If a real or apparent conflict should arise between this RFQ and the Consultant's proposal and other language contained in the final Contract, the language of the final Contract shall govern.

IV. GENERAL TERMS AND CONDITIONS

A. ADDENDA/CHANGES

Any additions, deletions, modifications or changes made to this RFQ shall be processed through the Harnett County Schools Purchasing Department. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

B. QUESTIONS

Questions concerning this RFQ should be directed to:

Harnett County Schools
Attn: Garland McDowell, Director of Purchasing

125 Alexander Dr. (physical)
Lillington, NC 27546
Telephone (910) 893-7557
E-mail: gmcowell@harnett.k12.nc.us
Subject Line: **RFQ-2025-016 Site Assessment Services Highland High School**

All questions pertaining to this RFQ must be submitted in writing no later than August 22, 2025.

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that HCS feels are pertinent to all proposers will be posted on HCS's website as an addendum to the RFQ. E-mail messages will be treated as written questions.

C. PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction will not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3), and §132-1.2. However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner.**

D. MINORITY BUSINESSES

The Harnett County Schools encourages all businesses, including DBE, minority, women-owned, and veteran-owned businesses to respond to all Request for Qualifications.

E. AWARD/CONTRACT TIME

HCS wishes to enter into an agreement with one firm, which will be responsible for the work, associated with this RFQ.

A notice of contract award is anticipated, TBD. The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful firm for each specified task.

The Project completion date is TBD.

F. CONTRACT DOCUMENT

The successful firms will be required to enter into a design/engineering services agreement.

G. SUBCONSULTANTS

If any subconsultants will be used for the various projects, the successful firm shall provide to the Director of Purchasing with a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant.

The successful firm shall not substitute other subconsultants without the written consent of HCS.

The successful firm shall be responsible for all services performed by a sub-engineer as though the successful firm had performed them. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time HCS determines that any sub-engineer is incompetent or undesirable, HCS shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and the Harnett County Schools.

It shall be the successful firm's responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

H. INSURANCE

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and HCS, to include professional liability (E&O), automobile liability and workers compensation, from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be subject to review and approval by HCS. It is intended to fully protect HCS, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the Harnett County Schools as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Harnett County Schools Purchasing Director of Purchasing and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

The Harnett County Schools will require at least \$1 million per occurrence and \$3 million aggregate in General Liability Coverage, and the statutory Employer Liability of \$1 million for Workers Compensation. HCS may also require other insurance as it deems necessary. The Insurance provided will be with a company, which is licensed to do business in the State of North Carolina.

V. CONTACT POLICY

After the date and time established for receipt of proposals by HCS, any contact initiated by any firm with any County representatives, other than Garland McDowell, Harnett County School Director of Purchasing, listed herein, concerning this RFQ is prohibited. Any such unauthorized contact may cause the disqualification of the firm from this qualification process.

