

**Franklin County Schools  
Request for Qualifications (RFQ)  
for  
Professional Design Services  
New Franklinton Elementary School Project**

August 25, 2025

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**STATEMENT OF QUALIFICATIONS (SOQ)**

Franklin County Schools (FCS) is soliciting qualifications from professional architectural firms to provide design services for the design of a New Franklinton Elementary School. This project is planned for completion utilizing the Design-Bid-Build Single-prime bidding delivery method (GS 143-128(a1)(2)). All work must adhere to all applicable local, state, and federal building codes and standards. This school will be located on school property at the existing school campus located at:

431 Hillsborough St, Franklinton, NC 27525

This is an invitation and request to receive a Statement of Qualifications (SOQ) from interested, qualified firms. Services to be provided include customary turnkey services related to the proposed scope of work.

SOQ responses to this Request for Qualifications will be received at the time and location designated within and shall include the information requested hereafter.

Franklin County Schools (FCS) intends the solicitation process to fully comply with NCGS §143-64.31 for the procurement of professional design services, to announce all requirements for said services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, FCS shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm. Selection of a firm shall include the use of good faith efforts by FCS to notify minority firms of the opportunity to submit qualifications for consideration by FCS. FCS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any and all responses to the RFQ.

**PROPOSED SCOPE AND SCHEDULE**

Franklinton Elementary is an outdated facility that no longer meets the long-term educational and infrastructure needs of the district. FCS intends to construct a new elementary school building on the existing Franklinton Elementary School campus. The new building is anticipated to be located on the current playground and field area, allowing the existing school to remain operational during construction.

The selected Design Consultant's team will be expected to provide the turnkey professional design services necessary for the project's completion. However, initially the contract will extend only through the completion of the Construction Document (CD) phase and then pause pending the availability of construction funding.

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In addition to all traditional work, tasks related to the proposed scope can also include:

- Site and feasibility analysis
- Educational programming and stakeholder input
- Cost estimating assistance in funding pursuit
- Coordination with any owner’s engineer performing Geotech subsurface investigations.
- Coordination with any owner’s specialty engineer related to fuel tank(s) removal and closure (if determined).
- Any required traffic impact studies.
- Development of bid packages and strategies to ensure the best / most efficient and cost-effective expenditure of project funds.
- Use of Preferred Brands in accordance with NCGS Chapter 131.
- Coordination with any owner’s testing services related to the work.
- Coordination with any owner’s commissioning services agent related to the work.

It is anticipated that design work under this contract will commence January 2026.

**INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS**

*Submittals shall contain all elements outlined in this section. The submittal shall be prepared simply and economically and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may result in disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response.*

The Statement of Qualifications shall be organized as follows:

**1. Letter of Interest** (1 letter page):

This document should be prepared and signed jointly by the Partner-in-Charge, Project Manager, and lead Project Architect and/or Engineer proposed for this project. The letter is purposed to allow personal expression to the following:

- a) Firm introduction/history
- b) Expertise in elementary school design for K-12 public school facilities.
- c) Expertise in scheduling and completing work while maintaining ongoing school operations.
- d) Include additional statements about the firm to convey its unique qualifications.

**2. Relevant Experience**

a) Provide the following data for similar elementary school projects completed by the firm in the last 10 years. Highlight projects where a replacement school was constructed on the same property while the existing facility remained occupied. Include the following information:

- District Name
- School Name / Location / Grades Served / Capacity
- Current Owner Contact Information (name, address, phone, email)
- Provide a brief description of the project scope completed, method of delivery, and total project cost.

b) Briefly discuss your firm’s experience in planning, design, and construction of public K-12 school projects of similar scope and complexity to the project being considered in this RFQ.

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- c) Briefly discuss your firm’s history and familiarity with the requirements of all state and local agencies (NCDPI, NCDOT, NCDEQ. Local planning and permitting, etc.). Understanding of NCDPI standards for school planning.
- d) Briefly discuss your firm’s approach to cost benefit analysis when developing viable options for consideration.
- e) Briefly discuss your firm’s experience with North Carolina’s Needs Based Grant application process through NCDPI.
- f) It is Franklin County Schools’ desire to maintain facilities that greatly enhance the learning environment for all students, staff, and community stakeholders. Simultaneously, economic sustainability, air quality, material durability, ease of maintenance, and energy performance are also critical considerations regarding life cycle costs and building longevity. Briefly discuss your team’s experience and strategies to ensure these goals are incorporated into the proposed options.
- g) Describe any litigation / settlements involving work by your firm.

**3. Project Team**

- a) Identify your proposed consultant team for this project. Include Civil, Structural, PME, Acoustical, and KEC.
- b) Comment on the collaboration of your proposed team on previous K-12 public school facility projects.
- c) Provide resumes for the key personnel / roles who will be assigned to these projects through completion (including consultants). Resumes should include professional qualifications: education, certifications, licensures, and other relevant experience including work on completed studies.

**4. Capacity / Schedule / Proximity / SOQ Organization**

- a) Discuss your firm’s staffing and project backlog in the office from which the work will be produced.
- b) Discuss the team’s current workload and ability to begin the work in earnest and with a sustained effort upon receiving a contract. For proposed key personnel, list all current active assigned projects by size, type, and dollar value. Include current work phase for each project.
- c) Firms shall include in their response a proposed milestone (a per task duration in months) schedule which they believe is sufficient to effectively complete the project proposed by this RFQ. Also note an undetermined funding procurement break at the end of the CD phase.
- d) Provide information as to the location of the firm’s office from which this project will be produced and managed. Include the same information for all major sub-consultants.
- e) FCS recognizes and appreciates the time it takes firms to develop a clear and thorough RFQ response. Thus, we will consider completeness, organization, clarity, and the thoroughness/content of the responses as part of our evaluation.

**5. Evaluation Criteria:**

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A qualification-based process will be used to determine the most qualified respondents to interview based on the following criteria:

- a) Relevant Experience
- b) Project Team Qualifications and Expertise
- c) Firm Capacity / Schedule / Proximity / overall SOQ submission

Upon completion of the committee's review, a list of shortlisted firms will be developed for interviews. We anticipate interviewing a minimum of (3) firms, but no more than (5).

**6. Supplemental Information:**

It is unnecessary to provide supplemental information on the first submittal. However, FCS reserves the right to request additional information it deems necessary to evaluate firms for selection.

**7. Submission Materials:**

Submission materials shall include **both** hard copies and electronic media, delivered by the time and date outlined below in the Submittal Deadline section.

Physical Submittal Requirements:

- 1. Provide (5) printed hard copies of the SOQ submission. The physical size of all submission materials in 8 ½ by 11 format, bound securely. Use 11 X 17 (folded) only where necessary (e.g. project schedule). Please avoid redundant and repetitious materials, limit the overall submittal packet to approximately 20 pages (printed on both sides).
- 2. Provide (2) USB drives, each containing the complete SOQ submission in PDF format.

**8. Submittal Instructions - Location and Deadline:**

Title your submittal as follows:

**Statement of Qualifications**  
Franklin County Schools  
Request for Professional Design Services  
Franklinton Elementary Replacement Project

and **deliver** physical submittals to:

Franklin County Schools  
53 West River Road (Building B)  
Louisburg, North Carolina, 27549

Attn: Dr. Larranda Spivey

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ALL SOQ / Qualifications packages are to be received **no later than 5:00 p.m., Wednesday, September 17, 2025**. Note! It is up to each sender to ensure that its submittal arrives on time, regardless of delivery method.

**9. Firm Selection – Tentative Schedule:**

The following schedule is anticipated to select a Design Consultant firm for this project:

RFQ Issued/Advertised:	August 25, 2025
Questions Due	September 8, 2025
SOQ / Qualifications Package due:	September 17, 2025, 5:00 p.m.
Design Consultants notified for interview:	October 6, 2025
Design Consultant interviews	October 13, 2025
Contract Approval by Board of Education:	November 10, 2025

**10. Other Requirements:**

Interested firms should familiarize themselves with Board Policies relating to this work and entering school property. Board policies can be viewed on the FCS website at <https://www.boardpolicyonline.com/bl/?b=franklin>.

Any firm responding to this RFQ must hold a current license in good standing with its corresponding licensure board for the State of North Carolina. Sub-consultants must also hold a current license in good standing with the appropriate North Carolina licensure board for each discipline.

Firms shall comply with all requirements of the North Carolina General Statutes.

The selected firm will be required to provide certification documenting compliance with the Lunsford Act / Criminal Background Check and requirements as outlined in the NCGS Chapter 14 for personnel who will be on school sites as part of the performance of this work.

The selected firm is required to comply with all local, state, and federal applicable laws when providing services for Franklin County Schools, including E-Verify and requirements of the Affordable Care Act.

Franklin County Schools requires the following minimum insurance for firms associated with this work:

a. Workman's Compensation	Statutory
b. Public Liability	Combined Limit
Bodily Injury: Each Person	\$1,000,000.00
Bodily Injury: Each Accident	\$1,000,000.00
Property Damage: Each Accident	\$1,000,000.00
c. Professional Liability	\$1,000,000.00

**11. Submittal Questions:**

Address any questions via email to:

**Franklin County Schools**  
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Franklin County Schools  
Dr. Larranda Spivey  
[larrandaspivey@fcschools.net](mailto:larrandaspivey@fcschools.net)

**12. Contact Policy:**

Until a contract resulting from this RFQ process is executed, no employee, agent or representative of any professional services provider shall make available or discuss it's proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of FCS, or any employee, agent or other representative of the FCS.

**NOTE!!!: Any Pre-submittal site visits MUST be authorized through Dr. Larranda Spivey and must be accompanied on campus by the assigned Central Office Staff. Unauthorized visits to the existing school site will be considered trespassing.**