

**REQUEST FOR QUALIFICATIONS:
PROCUREMENT OF DESIGN-BUILD SERVICES**

Issue Date: July 13, 2025

Project Number 214-1001 MCS-2025

The Moore County Board of Education (the "Board") announces the requirement for Design-Build services for a new IT building.

The Board is hereby soliciting responses from capable and experienced firms or combinations in providing architectural, engineering, and construction services for the Project (the "Design-Builder"). It is incumbent upon the Design-Builder to form a team that fully addresses the needs and requirements of the Owner to construct the Project. Design-Builder services will be procured through a qualification-based selection process in accordance with G.S. §§ 143-128.1, 143-64.31, and G.S. 115C-277. The Board encourages proposals by historically underutilized businesses (HUBs) in addition to minority- and women-owned businesses, pursuant to its policies and as defined in North Carolina law.

Project Description/Scope of Work: Provide Design-Builder services, including but not limited to, preconstruction/cost estimation, materials/equipment procurement and construction services for a new IT building of approximately 16,000 square feet of offices, server room and warehouse storage; the full scope of which is still to be determined based on the Project budget and approval by the Board of Education. The Design-Builder will be expected to work frequently and efficiently with the Board and its administration concerning design, value engineering, constructability, and contract administration.

Other Project Requirements: The Design-Builder shall work in cooperation with school administration and staff to construct a new IT building in line with programmatic needs, schedule, standards, goals and budget endorsed by the Board of Education. The Design-Builder shall demonstrate experience working with authorities having jurisdiction (AHJs) and the capability to integrate an efficient traffic configuration, civil and stormwater design, programming, life cycle costs analysis.

Anticipated Project Schedule: Deadline for receipt of responses is **Monday, July 28, 2025 at 2pm**. NO late responses will be accepted. NO electronic submissions accepted. A short list of three firms will be determined and ranked; an appointed committee may interview select design teams with a selection anticipated at the Board of Education's regular meeting on August 11, 2025.

Request for Qualification Phase Schedule	Date
RFQ Distribution	July 13, 2025
Deadline for All Questions	July 21, 2025 @ Noon
RFQ Submission Deadline	July 28, 2025
Identification/Ranking of Respondents	No later than July 31, 2025
RFQ Readvertisement (in event of >3 responses)	August 4, 2025
2 nd RFQ Submission Deadline	August 18, 2025
Notice of Intent to Recommend Award of Contract	July 31, 2025
Design-Build Phase	TBD
Substantial Completion	TBD

Submission Requirements:

The response shall contain no less than the following:

- Provide 3 sets of submittals in an 8½" x 11" hardcopy format, not to exceed 15 sheets, double- or single-sided; and 1 electronic submittal, on flash drive.

- A letter of interest and statement summarizing the entire team's composition, interest, qualifications and experience, and special qualifications for this type of work.
- A listing of specific team members, their respective positions in their firm and role in performance of the design and administration work anticipated to be shown in an organization flow chart. The lead designer for each specialty must be clearly identified.
- A listing of similar types of work performed by your firm with client references. At least three references shall be provided and the Board prefers that references are school systems in the state of North Carolina.
- Photographs, graphic illustrations, and reports from similar work and projects. No work product or designs shall be created or provided as a part of the response.
- Experience and efficiency working with AHJs, NCDPI, NCDOT, and other entities normally involved in the development of standards and in the design and review process for school construction.
- Describe any legal action or litigation brought against the firm in the past five years and the resolution of the action if a final determination has been made.

Selection Criteria:

In selecting a Design-Builder, the selection committee will consider qualification factors including:

1. Specialized or appropriate expertise in this type of school project
2. Past performance on similar projects
3. Adequate staffing and proposed design or consultant team for the Project
4. Current workload and previous State projects awarded
5. Proposed design approach for the Project including design team and consultants
6. Recent experience and project costs and schedules
7. Construction administration capabilities
8. Familiarity with the location of where the Project's construction will occur
9. Record success in completing similar projects without legal or technical problems, within budget, and on schedule

Scoring Rubric The committee will consider the following criteria (maximum points indicated in parentheses) to identify the short-list of three best-qualified Respondents:

1. Firm's Strength and Capacity and History (20 points)
2. Firm/Team's Competence and Experience (25 points)
3. Similar DB experience (20 points)
4. Qualifications of key personnel (20 points)
5. Overall quality of submission, including conceptual renderings and past project profiles (15 points)

Only the information included in the Responses will be used to rank and select the finalists who will be offered the opportunity to interview. The Board shall give a preference to any resident firm of the State of North Carolina under N.C. Gen. Stat. 143-64.31(a1). A resident firm is defined as one that has paid unemployment taxes or income taxes in the State of North Carolina and whose principal place of business is located in North Carolina.

Questions: To accommodate the proposal questions process, vendors shall submit any such questions, in written form, by **July 21, 2025 at noon**. MCS will not respond to questions via telephone or telephone messages. MCS responses will be posted in the form of an addendum on the MCS website and shall become an Addendum to this RFQ. Answers to all questions will be updated on the MCS website. Design-Builder services shall be rendered pursuant to the terms of the contract

developed by Moore County Schools and included with this RFQ, except as otherwise varied and agreed to by the parties. All questions, inquiries, and submittals shall be made only to:

Amy McCune, Administrative Assistant for
 Assistant Superintendent for Operations
 Moore County Schools
 5277 US Hwy 15-501 South
 Carthage, NC 28327
 Email: amccune@ncmcs.org

Under no circumstances shall contact be made with other Moore County Schools personnel or members of the Moore County Board of Education regarding this Request for Qualifications and selection process outside of for the limited purposes in the method described above.

Additional Terms

1. **No cost proposals are to be submitted with the qualifications.**
2. The Board shall not be liable for any costs associated with the preparation, transmittal, travel, or presentation of any proposals or materials submitted in response to this RFQ.
3. Submission of a response to the RFQ does not create any form of contractual relationship with any Firm. The Board shall not be responsible for any costs associated with the Firm attempting to perform work before a contractual relationship has been established. Submission of a response to this RFQ does not permit a Firm to advertise any form of relationship with the Board or Moore County Schools.
4. Based on the scope of the work and total cost, work may be subject to a performance and payment bond.
5. Based upon interviews, a firm and alternate will be named followed by negotiations for a service fee. Any agreement for the work shall be drafted by Moore County Schools. If an agreement with the named firm cannot be completed, negotiations with the alternate shall commence.

Reference the Moore County Schools website at www.ncmcs.org for additional information.

End – RFQ: Procurement of Design-Build Service