



Request for Qualifications:

94-26-1002

Title: Renovation of Building 9 Early College High School -
Construction Manager at Risk Services

Issue Date: February 16, 2026

Due Date: March 11, 2026

Direct all inquiries concerning this RFP to:

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Procurement Specialist

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1. INTRODUCTION

1.1 Purpose

Durham Technical Community College (Durham Tech) is soliciting Requests for Qualifications (RFQ) from construction management at risk (CMAR) firms with expertise in the construction of higher education facilities. CMAR services include, but are not limited to, pre-construction and construction phase services for the renovation of building 9 on the main campus. The building will be home to an early college learning environment in partnership with Durham Public Schools. The project is anticipated to be primarily an interiors renovation project. However, there will be some exterior exercise space and ADA pathway improvements expected. A detailed scope of services is provided in Section 4 of this document.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>

All questions related to this solicitation must be submitted in writing (via email) to the following individuals:

Contact Name	Kenisha Wright	Scott McEntee
Contact Title	Procurement Specialist	Program Manager
Email address	jonesky@durhamtech.edu	smcentee@35n.com

Questions submitted via telephone will not be answered. Questions concerning this RFQ will be received until March 4, 2026, at 11 am, at which time no future questions will be accepted. A summary of all questions and answers will be issued in the form of an addendum on March 6, 2026, 3 pm. Any questions that arise concerning any requirement that is unclear or objectionable must be submitted electronically.

1.2 Background

The project is a joint effort between Durham Technical Community College (Durham Tech), Durham Public Schools (DPS), and Duke University Health System (DUHS). The program will expand the existing middle college, serving 11th and 12th grade students, to supporting 9th through 12th grade students. The early college will occupy most of Building 9 once the health sciences program currently occupying the space moves to the new health sciences building currently under construction.

The existing two-story building was built in 1997. The building is located at 1700 Cooper Street on Durham Tech's main campus. The total area is 51,102 SF.

1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. Durham Tech reserves the right to modify and/or adjust the following schedule to meet the needs of the project. All times shown are Eastern Standard Time (EST):

RFQ Process	Date & Time
Advertise RFQ	02/16/2026
Pre-submittal Site Review	02/25/2026 @ 10 am
Questions Due	03/04/2026 by 11 am
Question Responses	03/06/2026 by 3 pm
Qualification Submission	03/11/2026 by 11 am
Evaluation Meeting (anticipated)	03/16/2026
Shortlist Notification (anticipated)	03/17/2026
Interviews (anticipated)	Week of 03/30/2026 tbd
Selection Announcement (anticipated)	Week of 04/20/2026 tbd

1.4 Pre-Submittal Site Review

An optional pre-submittal site review is scheduled for Wednesday, February 25, 2026, at 10 am at Building 9, 1700 Cooper St, Durham, NC 27703 on Durham Tech’s main campus. Please meet outside of building 9 and plan to arrive 10 minutes in advance to sign-in.

1.5 Questions and Clarifications

Requests for clarification and questions to this RFQ must be received by Durham Tech not later than the date shown above in Section 1.3 RFQ Timeline. Durham Tech shall issue an addendum to respond to the inquiries received, if any, and shall be posted to North Carolina electronic Vendor Portal (eVP), at: <https://evp.nc.gov/solicitations/>

No information, instruction or advice provided orally or informally by any college personnel or consultant, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely only on written material contained in an addendum to this RFQ.

It is important that all contractors submitting to this RFQ periodically check the North Carolina electronic Vendor Portal (eVP) for any addenda. It is the contractor’s responsibility to ensure that all addenda have been reviewed, signed, and included in the RFQ response.

All questions related to this solicitation must be submitted in writing (via email) to the following individuals:

Contact Name	Kenisha Wright	Scott McEntee
Contact Title	Procurement Specialist	Program Manager
Email address	jonesky@durhamtech.edu	smcentee@35n.com

Questions submitted via telephone will not be answered.

1.6 Submittal Requirements and Contact Information

Proposals must follow the format as defined in Section 2 Qualifications Package and be submitted in PDF format. Limit proposals to a maximum of 20 pages, file size < 20 MB. This page limit excludes a transmittal letter, title page, table of contents and Durham Tech addendums. The page limit includes any unsolicited supplementary information such as corporate brochures, etc.

Proposals must be submitted electronically through the NC eVP site: <https://evp.nc.gov/>

Contractors must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of Durham Tech. The College reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

It is the responsibility of the contractor to ensure that their proposal is submitted as per the instructions specified in this Section 1.6 by the due date and time specified in Section 1.3 RFQ Timeline.

1.7 Rights to Submitted Material

All qualification packages and supporting materials, as well as correspondence relating to this RFQ, shall become the property of Durham Tech. The content of all submittals will be held confidential until the selection of the contractor is made. Qualifications will be reviewed by the Evaluation Committee, as well as other College staff and project design team members. Any proprietary data must be clearly marked. In submitting qualifications, each submitting firm agrees that the College may reveal any trade secret materials contained in such submittal to all College staff involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Committee. Qualification submittals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.8 Communications

All communications of any nature regarding this RFQ with any Durham Tech staff, evaluation committee members or outside consultants hired for the project, are forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 Purpose, prior to the deadline provided in Section 1.3 RFQ Timeline. Violation of this provision may result in the company’s proposal being removed from consideration.

1.9 Respondent Expenses

Durham Tech will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Durham Tech and/or its representatives. Further, the College shall reserve the right to cancel the work described herein prior to issuance and

acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

2. QUALIFICATIONS PACKAGE

Submittal responses must follow the format outlined below. Durham Tech may reject as nonresponsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Qualifications: Required Document Format

Responses should be divided using header sections, listed sequentially as follows:

Section 1: Response Cover Letter, Receipt of Addenda, and Executive Summary

The response should contain a cover letter, signed by the owner of the firm, indicating his or her title that he or she has authority to submit the response on behalf of the firm.

a. The cover letter should contain the following statement:

The undersigned has the authority to submit this response on behalf of "name of company" in response to the above Request for Qualifications dated February 16, 2026, for providing Construction Manager at Risk services for the Renovation of Building 9 Early College High School for Durham Technical Community College.

b. The cover letter should contain the following statement:

The principal place of business is _____.

c. The cover letter should contain the following statement:

The undersigned confirms the firm's capability to provide adequate performance and payment bonds for this project, as required by the State Construction Office (SCO).

d. The cover letter shall specifically acknowledge any addenda relating to the response, in the format noted below, in addition to including the addenda in the RFQ response. Failure to acknowledge any addenda that have been provided by Durham Tech can be cause for rejection of the response.

ADDENDUM NO _____ ACKNOWLEDGED BY: _____

e. The Cover Letter shall include no more than a one-page Executive Summary that clearly outlines the overall capability of the firm, which briefly summarizes the capability to perform the work items as outlined in the Scope of Work for which the firm proposes to perform.

Section 2: Corporate Background

Provide information regarding the organizational structure of the firm (e.g., corporation, partnership, joint venture, etc.), its history, years in business, office locations, number and experience of staff, types of services provided, and specialty areas of expertise.

Respondents must possess all licenses required by North Carolina law and shall submit proof of current licensing within an appendix to the response. If the firm is a national firm, please indicate the location of the office from which the project will be managed.

Please provide:

- The annual workload for each of the last three (3) years with number of projects and total dollar value.
- A list compiling all construction projects performed by your firm with the State Construction Office (SCO) during the past 3 years.
- A list of projects for which the company is currently committed, including name and location of each project, project manager name, time frame to complete, and dollar volume of each project.

Section 3: Project Approach and MWBE Participation Strategy

Proponents shall provide a brief description of their approach to this project, including any information that may differentiate your company. In general, the following would be helpful:

1. Approach to pre-construction services.
2. Approach and willingness to go to early GMP.
3. Approach to aggressive schedules and tight timelines.
4. Approach to assigning personnel to a project of this size and duration and how such relates to the proposed scope of services.
5. Approach to cost control.
6. Approach to safety.
7. Approach to contractor (subcontractor and trades) prequalification.
8. Approach to the subcontractor market, including minority participation.
9. Identify the software used for construction project management and scheduling, and how this tool will help you optimize project delivery.

Proponents are to also include a narrative explaining how they plan to interact with:

- The design team, commissioning agent, other representatives, and the Owner to achieve the project budget, quality, and schedule.

Section 4: Team Organization and Experience

Proponents shall provide an organizational chart that identifies the names and roles of key personnel assigned to the project, specifically the project executive, project manager, and site superintendent (at a minimum). Indicate years of experience and years working for the proponent. Indicate involvement (if any) on the projects listed as reference.

Staff assigned to this team shall demonstrate proficiency in Value Engineering, Constructability Issues, Cost Modeling/Estimating, Change Order Management, Project Tracking/Reporting, Requests for Information, Shop Drawings, Quality Control, Project Scheduling, and other construction management skill sets.

The identified project executive will be the individual involved in daily interactions and meetings with Durham Tech for the project duration. Include a statement from your firm committing to assigning these proposed personnel if your firm is the selected firm and noting that the approved project management personnel will not be removed or reassigned without approval in writing from the College.

Section 5: Firm Experience and Past Performance

To demonstrate the requisite experience, responders are asked to provide detailed summaries for at least three (3) similar renovation projects for higher education institutions, or other similar projects. Of the three (3) projects, at least one (1) project must be a completed public-sector project following State Construction Office (SCO) process, and at least one (1) project must be a CMAR delivery.

The summary for each referenced project should include:

1. Name, location, and brief description of the project.
2. Name of client (owner) and name, telephone number, and e-mail address of client representative.
3. Planned and actual start and completion/occupancy dates, with an explanation of any significant deviations.
4. Original construction budget and final construction cost, with an explanation of any significant deviations.
5. Fees for General Conditions (including bonds and insurance), basic CM fee, pre-construction services provided.
6. Percentage of HUB participation and subcontractor participation.
7. Other pertinent information demonstrating the Proponent's experience and past performance record, e.g., unique project challenges or problems, innovative design solutions, project successes, client recommendations, etc.

Please include information pertaining to current workload and anticipated projects to be awarded that can affect the management of this project.

Section 6: Contractor Safety Record

The safety of its students, staff, and service providers is of utmost importance to Durham Tech. The responder is requested to provide its Total Recordable Incident Rate (TRIR), Lost Time Incident Rate (LTIR), and Experience Modification Rate (EMR) for the last five (5) years and explain any rating above the industry average.

Section 7: Legal or technical problems

Please advise if your firm has pending litigation or claim proceedings, or if it has been involved in any legal or technical issues on projects within the past five (5) years. If yes, prepare a brief narrative of these project(s) describing the problems, the final solutions, or outcomes.

2.2 Qualification Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

3. PROPOSAL EVALUATION

3.1 Evaluation Process

The evaluation committee will be comprised of representatives of Durham Tech, DPS, its project consultants, and the design team. Proponents are deemed to understand and agree that the proposal submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Proponents who are best qualified to provide the required services.

Following the evaluation committee's initial evaluation of the proposals, Durham Tech will invite some Proponents to attend an interview. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.

Interview Information:

1. The purpose of the interviews is to obtain supplementary clarifying information in addition to the written proposals.
2. Durham Tech will notify those Proponents selected for an interview.
3. Selected Proponents will receive supplemental information regarding the interview process with notification of selection.
4. The Project Executive of the Proponent's firm, the Proponent's project manager, the Proponent's lead superintendent, and key personnel for the proposed project should plan to attend.

Durham Tech reserves the right to independently verify the past performance of any Proponent or any member of the Proponent's project team.

Following the interviews, the evaluation committee will make a recommendation based on the evaluation of the Proponent's interview performance. Results of the evaluation and selection will be presented to The Board of Trustees of Durham Technical Community College for final approval.

3.2 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based on the following criteria:

- Response Cover Letter, Receipt of Addenda, and Executive Summary
- Corporate Background

- Project Approach and MWBE participation strategy
- Team Organization and Experience
- Firm experience and past performance
- Contractor Safety Record and Safety Program
- Record of successfully completing projects without Legal or Technical Problems
- Demonstration of meeting tight timelines
- Willingness to develop early GMP packages

4. SCOPE OF SERVICE

The Proponent shall provide services, all as set forth in this RFQ and more particularly described in this Section 4. The scope of services described below is not comprehensive and additional services may be required.

The scope of work will include pre-construction and construction CMAR services for the interior renovation of Building 9 on Durham Tech’s main campus. The project is serving the needs of a collaboration between Durham Tech, DPS, and Duke Health to create an early college to support health sciences.

For the purposes of this solicitation, CMAR services include pre-construction, construction and close out services including but not limited to the following:

Pre-Construction Services:

- Attend regularly scheduled meetings with the project design team during design phases to advise them on matters relating to site use, improvements, material selections, building methods, construction details, and general constructability, systems, equipment, phasing, and sequencing.
- Provide coordination reviews of the plans and specifications.
- Prepare project cost estimates at each phase of the design, including schematic design, design development, construction documents (75% & 95%), and statement of probable construction costs.
- Conduct constructability reviews in conjunction with design team continuously throughout the pre-construction phase.
- Make recommendations for value added and cost-effective measures in conjunction with the design team continuously throughout design phases.
- Generate construction project schedule for approval by Durham Tech and continuously monitor schedule adherence throughout duration of project.
- Identification and coordination of early bid packages.
- Responsible for prequalification of subcontractors, advertisement and bidding of the subcontractor packages and preparing a Guaranteed Maximum Price – Post Bidding.
- Determine contractor bid packages. Responsible for coverage of all items shown in the construction documents and division into bid packages. Division of bid packages should take advantage of the HUB workforce to encourage HUB participation on the project as much as practical.

- Conduct bid openings for each first-tier subcontractor.

Construction Services:

- Responsible for all permitting.
- Responsible for all construction sequencing, site phasing, construction trafficking, lay-down, trailer locations, and safety procedures, working in conjunction with Durham Tech.
- Shop drawing review prior to submittal to the design team and owner.
- Monitor schedule adherence and percentage of completion.
- Provide conflict resolution among trades/subcontractors, resolve potential claims.
- Provide detailed review of Change Order requests.
- Produce Pay Application submittals.
- Conduct weekly job site progress meetings.
- Conduct Monthly Project Meetings with owner and design team. Prepare agenda and document minutes to meetings.
- Schedule all inspections with appropriate agencies/jurisdictions.

Project Completion and Close Out:

- Certify when the project is ready for punch list walkthrough.
- Schedule and conduct final inspection.
- Submit all warranty, guarantee, compliance statements, operation manuals, release of liens, record drawings, etc. required for final completion.

4.1 Project Design team

The prime architectural consultant for this project is anticipated to be Little Architecture and is currently under review by the State Construction Office (SCO).

The selected contractor shall be required to coordinate and cooperatively work with the consultant team hired by Durham Tech.

4.2 Project Budget and Funding

The project is funded by a combination of county bonds and grants, therefore, will follow the State Construction Office (SCO) planning requirements and processes. The project budget, including design, construction, and other soft costs, shall not exceed \$19.7M.

4.3 Project Schedule

Durham Tech is working towards the following estimated project schedule, based on known State Construction Office (SCO) process, and prior project experience.

The projected construction start date is January 2, 2028, with owner occupancy on July 26, 2028.