

**ASHE COUNTY BOARD OF EDUCATION
DESIGN-BUILD
REQUEST FOR QUALIFICATIONS**

Ashe County High School
Athletic Stadium Improvements
Synthetic Turf Football Field; 8-Lane Track

Issue Date: October 24, 2023

Response Due Date: November 20, 2023

**Request for Qualifications (RFQ) for Ashe County High School Athletic Stadium
Improvements: Synthetic Turf Football Field; 8-Lane Track**

The Ashe County Board of Education is requesting proposals from qualified, experienced Design-Build Contracting Firms for services associated with the design, permitting, and construction activities necessary to provide “turnkey” improvements to the athletic stadium at Ashe County High School, 184 Campus Drive, West Jefferson, NC 28694.

Note that the terms *Consultant*, *Design-Build Firm*, and *Contractor* are used interchangeably in this document and each refers to the individuals or firms submitting responses to this RFQ.

DESCRIPTION OF IMPROVEMENTS

1. Conversion of the grass football field into a synthetic turf playing surface with suitable artificial turf and infill that meets the owner’s desired specifications.
 - 1.1 Provide and install construction entrance
 - 1.2 Excavate field area; contractor is responsible for disposal of excavated material(s)
 - 1.3 Grade subgrade utilizing laser guided equipment
 - 1.4 Provide 6” x 12” concrete curb and nailer board around field perimeter and field events
 - 1.5 Provide and install 4 oz permeable geofabric over sub grade and in trenches
 - 1.6 Provide and install 12” perforated HDPE collector lines and tie into existing storm water structures, provided the existing structures are sufficient and do not need to be replaced. (If necessary replace existing drains)
 - 1.7 Provide and install 1” x 12” flat pipe at 20’ on center
 - 1.8 Provide and install 4.5” of #57 stone, laser grade and compact
 - 1.9 Provide and install 1.5” of finishing stone, laser grade and compact
 - 1.10 Provide and install (1) set of football goal posts
2. Synthetic Turf Scope of Work
 - 2.1 Submit samples and shop drawings as required
 - 2.2 Installation by manufacturer-certified crews
 - 2.3 Inlaid markings for football, soccer
 - White football lines, black soccer lines
 - 2.4 Seams and inlays to be installed using cold glue
 - 2.5 An infill of rubber and sand at the manufacturer’s recommended weights and ratios
 - 2.6 Inlaid midfield logo
 - 2.7 Endzone letters ASHE & HUSKIES
 - White block letter, 15’ tall, with 4”
 - 2.8 Turf groomer
 - 2.9 G-max test at completion
 - 2.10 Minimum (8) Year Warranty
 - 2.11 Cleanup and disposal of all debris into dumpsters
 - 2.12 Pricing based on standard color palette
 - 2.13 ASBA Certified Field Builder – Synthetic Fields; must be on staff of awarded contractor

3. Base Bid-Synthetic Turf Product Specifications w/ GeoCool infill or equivalent.

- 3.1 Pile Height-Minimum of 2"
- 3.2 Face Weight-Minimum of 52oz.
- 3.3 Face Yarn Type(s)-Blend of slit-film, monofilament and thatch fibers
- 3.4 Stitch Gauge-3/8"-1/2"
- 3.5 Primary Backing Weight-Minimum of 7oz.
- 3.6 Secondary Backing Weight-Minimum of 20oz
- 3.7 Permeability-Greater than 30" per hour
- 3.8 Perforation-3/16" holes, approximately spaced at 4" on center
- 3.9 Woven fiber backing
- 3.10 Construction-Woven

4. Alternate 1-Synthetic Turf Product Specifications w/ GeoCool infill or Equivalent.

- 4.1 Pile Height-Minimum of 2"
- 4.2 Face Weight-Minimum of 48oz.
- 4.3 Face Yarn Type(s)-Blend of slit-film, monofilament
- 4.4 Stitch Gauge-3/8"-1/2"
- 4.5 Primary Backing Weight-Minimum of 7oz.
- 4.6 Secondary Backing Weight-Minimum of 20oz
- 4.7 Permeability-Greater than 30" per hour
- 4.8 Perforation-3/16" holes, approximately spaced at 4" on center
- 4.9 Woven fiber backing
- 4.10 Construction-woven

5. Running Track

- 5.1 Demo and dispose of existing asphalt
- 5.2 Laser grade and compact sub-base
- 5.3 Install minimum 4" of new asphalt surface substrate per manufacturer recommendations
- 5.4 Perform conformance survey and site inspection to verify that new asphalt installation is performed in accordance with the requirements to install this product. If site conditions are found to not be in accordance during the first site inspection, additional inspections will be required.
- 5.5 Installation of the selected base mat with a structural spray track system by experience crews on to acceptable asphalt substrate
- 5.6 Include track drainage system
- 5.7 Include concrete curb
- 5.8 Track striping per NCHSAA standards (8 Lanes)
- 5.9 Install new long jump sand pit and take off board(s)
- 5.10 Install high jump area in D-Zone
- 5.11 Install pole vault runway and box in opposite D-Zone
- 5.12 New runways for existing long and triple jump area
- 5.13 Standard 5-year warranty
- 5.14 Cleanup and disposal of all debris into dumpsters

Owner preferred- Mondo track surface or equivalent

6. Vinyl Coated Chain Link Fencing

- 6.1 Demo and dispose of existing chain link fence; contractor to verify linear footage
- 6.2 Contractor to include two 12' gates (two 6' swinging sections)
- 6.3 Contractor to include four 3' swinging gates
- 6.4 Black vinyl fence to be 4' in height
- 6.5 Approximate diagram of the new fence to be provided; final fencing layout to be determined in the design phase.

RESPONSE TO RFQ

Firms interested in being considered for this work should submit qualifications to:

Dr. Eisa M. Cox, Superintendent
Ashe County Schools
320 South Street
Jefferson, NC 28640

One (1) hard copy and one (1) digital version (in PDF format) of the response to this request for proposal must be submitted to the Ashe County Schools not later than 3:00 p.m. EST on Monday, November 20, 2023, in sealed packaging plainly labeled:

REQUEST FOR QUALIFICATIONS - Ashe County High School Athletic Stadium
Improvements: Synthetic Turf Football Field; 8-Lane Track

The electronic copy shall be provided as a USB flash drive.

QUESTIONS REGARDING RFQ

Questions regarding this RFQ are to be submitted in writing via email to Brian Hampton at Brian.Hampton@ashe.k12.nc.us not later than 3:00 p.m. on Monday, November 6, 2023. Please include the RFQ name in the subject line of the email correspondence.

SITE VISITS

Contact Brian Hampton at Brian.Hampton@ashe.k12.nc.us for access information and to obtain a site visit authorization. All visitors must obtain appropriate permission and credentials prior to entering school property.

SCOPE OF WORK

ACS is requesting proposals from qualified, experienced Design-Build Contracting Firms for services associated with the design, permitting, and construction activities necessary to provide "turnkey" upgrades to the athletic stadium at Ashe County High School, 184 Campus Drive, West Jefferson, NC 28694.

The following may be considered a minimal list of project requirements, and shall not be considered all-inclusive:

1. Properly Evaluate Project Areas
 - a. Perform site visits, as well as survey and subsurface soils/geotechnical evaluations to ensure proper design.
 - b. Review existing conditions, site topography and drainage patterns.
 - c. Understand current and proposed uses.
 - d. Evaluate existing stormwater management permits, control measures, and conveyance systems.
 - e. Determine soil types and seasonal high-water table elevations.
 - f. Consider seasonal climate variations, inclusive of storm events.
 - g. Providing sufficient fencing to maintain security.
2. Utilize Effective Design and Construction Methods
 - a. Use highly qualified design professionals, licensed for practice in North Carolina and eligible to work for NC State Agencies.
 - b. Meet with ACS on a regular basis to review design opportunities and constraints.
 - c. Conduct any necessary code and zoning research on safety, function, transportation and accessibility.
 - d. Identify regulatory agencies and permits required for the project.
 - e. Assess programming and overall facility use needs as may be applicable.
 - f. Review artificial turf, track surface, and lighting specifications and use methods to allow staff to make a proper material selection based on programming, cost, and maintainability.
 - g. Design base that meets all critical elements for long term surface stability and effective drainage.
 - h. Confirm structural foundation for goal posts and other vertical elements.
 - i. Ensure proper materials selection and workmanship by highly skilled professionals.
 - j. Implement compaction and other measures to avoid fill settlement.
 - k. Effective utilization of time and resources to meet budget and schedule constraints.
 - l. Certify construction standards and warranty workmanship.
 - l. Power on side lines.

PROPOSAL SUBMITTAL FORMAT AND CONTENT

The instructions below provide guidance and information to help in the preparation and submittal of concise responses to this RFQ. The purpose is to establish the format and content of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format

The qualifications proposal should be no more than 20 pages, ten (10) double-sided sheets, in length, excluding binding, covers, and tabs. Proposals shall be presented in a well-organized and concise manner and bound to allow ease of review. Please provide a cover that depicts the Project Name and Design-Build Firm Name.

Proposal Content

The following items must be addressed in your package:

1. Introductory Letter: Respondents shall submit a clear concise response indicating the following:
 - a. Name of Firm,
 - b. Project Manager (or Primary Contact) and his/her contact information,
 - c. Firm's contact information (i.e., phone, facsimile, email, etc.),
 - d. Why ACS should select your firm for this work, and
 - e. Acknowledgment of any RFQ Amendments (if any).
2. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications. Only include those projects in which the project team members have actively participated or led:
 - a. Provide up to five (5) projects of similar scope for work completed over the past seven (7) years. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether the project was completed within scope, budget, and schedule requirements.
 - b. Provide an additional list of up to three (3) projects of a similar nature that are currently in design, permitting, or construction phases. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether any project phases were/are within scope, budget, and schedule requirements.
 - c. Provide a brief description of current workload and management intent regarding scope and schedule if selected. ACS anticipates the design work to begin quickly and would require designer availability within a short period of time of awarding this work.
3. Project Approach and Schedule: A summary description of how your firm proposes to approach this project. Include a summary discussion of proposed methodologies, techniques, and procedures for each work item.
4. Project Team(s): Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, licensed contractors, licensed subcontractors and licensed design professionals assigned to the design and construction teams and the availability of backup personnel that will support this project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including sub consultants and subcontractors) in disciplines appropriate to the project, as well as education, availability to work on this project, experience, years of experience (with current firm and other firms). Please do not list firm staff that will not work directly with the project team.
5. Each design-build contracting firm shall submit in its response to the RFQ an explanation of its project team selection, consistent with item 4 above, or the following: An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.
6. The design-build firm shall certify that each licensed design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by N.C. G.S. §143-64-31.

7. Insurance and Contract Statement: Provide a statement that the firm will provide insurance as required by the contract and general condition documents identified on page 10 of this RFQ in the section entitled *CONTRACT AND GENERAL CONDITIONS*. The Contractor shall promptly furnish to the Owner certificates of insurance evidencing such insurance coverage issued by companies properly licensed in the State of North Carolina and rated A or better by Best Insurance Guide.
8. Identification of Lawsuits and Administrative Claims/Fine: Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.
9. The selected firm shall be required to provide Payment and Performance Bonds as required by North Carolina law.
10. Cost or estimates of the project should not be included in the proposal.

EVALUATION METHOD

Evaluation Criteria

All Proposals will be evaluated based on the following criteria:

1. (50%): Firm (including entire design team) experience/reputation and capacity to meet project constraints: The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the ACS goals and purposes of this project, specific management approach, approach to managing budgets and time, and the firm's ability to offer the breadth and quality of services required for this project.
2. (10%): Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this project, including demonstrated understanding of scope of work and deliverables.
3. (15%): Experience of the personnel assigned to this project team: Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the project, and any subconsultant's individual experience, qualifications and location. The Project Manager's past and/or current experience working on similar projects will be given consideration.
4. (25%): Schedule: Consideration will be given to the firm's ability to meet schedules and responsiveness to ACS staff. ACS anticipates the design work to begin quickly and would require designer availability within a short period of time of awarding this work.

SELECTION PROCEDURES

ACS will review all RFQ submittals and select the most qualified firm. A selection committee comprised of ACS staff will be convened to review the qualifications packages. ACS reserves the right to reject any and/or all submittals. Respondents that are deemed competitive by ACS may be asked to attend an interview and should make themselves available for a presentation to the selection committee.

Each firm will be responsible for all costs (e.g., travel and presentation materials) related to the presentation. The selected firm will be notified by ACS and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected firm, ACS will negotiate with another qualified firm(s).

OTHER CONSIDERATIONS FOR CONTRACT EXECUTION

All qualification packages and materials submitted in response to this RFQ become the exclusive property of ACS. ACS reserves the right to reject any or all submittals. This RFQ is neither a contractual offer nor a commitment to purchase services. ACS assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by ACS and may be disclosed to third parties at ACS's discretion.

COMPLETE SERVICES/PRODUCTS

The Consultant shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of ACS.

PUBLIC RECORDS

Documents received by ACS in response to this RFQ are public records and subject to public inspection and copying. Some bid records are public as soon as received by ISS, while others may become public at bid opening or at bid award.

The Public Records Law (N.C.G.S. §§132-1 *et seq.*) authorizes ACS to withhold from public inspection and copying legitimate and properly marked "trade secrets." To constitute a trade secret, a record must meet the following conditions:

1. It is a "trade secret" as defined in N.C.G.S. §66-152(3); and
2. It is the property of a private "person" as defined in N.C.G.S. §66-152(2); and
3. It is disclosed or furnished to ACS in connection with a bid or proposal; and
4. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to ACS, then ACS may withhold that trade secret from a public record inspection request.

If as part of Consultant's bid or proposal, Consultant submits to ACS any record, or portion of a record that Consultant considers to be a trade secret meeting the definition contained in N.C.G.S. §66-152 (2), Consultant shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event ACS receives a public records request for records Consultant designates as 'trade secret' ACS will notify Consultant and give Consultant the opportunity to, within one week of such notification, (1) confirm in writing that the specific record, or portion of record, that Consultant designated as TRADE SECRET meets the requirements of N.C.G.S. §132-1.2 and N.C.G.S. §66-152, and the reasons therefore, and (2) to indemnify ACS in the event a challenge is brought for the withholding of a record based on Consultant having designated it a trade secret. ACS will only withhold the record if both conditions have been fulfilled to ACS's satisfaction.

MINIMUM CREDENTIALS

Licensure is required for professional engineers, architects, landscape architects, and other professional services. The architects and engineers performing the work must be licensed Architects or Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any consultant proposing to use corporate subsidiaries or subconsultants must include a statement that these companies shall be properly licensed in like fashion. It will be the responsibility of the prime consultant to verify license(s) of any corporate subsidiary or sub-consultant prior to contract negotiations.

CONSULTANT QUALIFICATIONS

Consultants shall be required to submit evidence they have relevant experience and have previously delivered services such as those required.

Consultant may additionally be required to show they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No submittal will be deemed responsive from any contractor/consultant who is engaged in any work which would impair their ability to perform or finance this work or from any consultant with outstanding claims pending for work of a similar nature, either completed or in progress.

The Consultant must have the financial ability to undertake the work and assume the professional liability. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Consultant shall be fully responsible for all costs incurred in the development and submission of this submittal. Selected Consultants may be asked to present in person to ACS. All costs of such presentations shall be borne solely by the Consultant.

The Consultant will be responsible for providing a performance and payment bond in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes as part of any contractual agreement. Contractors shall have the ability to be bonded for the cost of the Project.

CONFLICT OF INTEREST

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by ACS. Consultants shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that ACS, in consultation with legal counsel, may reject their proposal.

CHANGES IN PERSONNEL

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted proposal, the request must be made in writing and detail the proposed replacement personnel, resume(s), and reason(s) as to why the replacement is

needed. ACS will consider the request and may or may not accept the new personnel changes. If ACS denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within Consultant's original qualifications package will perform the work, or ACS will no longer consider the Consultant as the best qualified firm and may enter into contract negotiations with the next most qualified Consultant. The Consultant shall obtain written approval from ACS prior to changing key personnel after the contract has been awarded.

CONTRACT AND GENERAL CONDITIONS

The contract and general conditions documents that will be used for this project are as follows:

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER-LUMP SUM,
Document No. 525, Design-Build Institute of America

GENERAL CONDITIONS OF CONTRACT BETWEEN OWNER AND DESIGN-GUILDER, Document No.
535, Design-Build Institute of America