

REQUEST FOR QUALIFICATIONS (“RFQ”) – CMAR SERVICES

SCHOOL DISTRICT: Pender County Schools

PROJECT: Pender High School Food Lab Renovation

1. INTRODUCTION

Pender County Schools is soliciting Statements of Qualifications from qualified Construction Manager-at-Risk firms to provide preconstruction and construction services for the Pender High School Food Lab Renovation located at Pender High School, Burgaw, North Carolina.

The selected Construction Manager-at-Risk (CMR) will provide preconstruction services during design, assist with cost estimating, scheduling, value analysis, constructability reviews, and eventually provide construction services under a Guaranteed Maximum Price (GMP).

Selection will be qualifications-based in accordance with North Carolina General Statutes governing Construction Manager-at-Risk procurement.

2. PROJECT DESCRIPTION

The project consists of the renovation of an existing classroom area into a modern Food Lab instructional space.

The project is anticipated to include: **(See Attachment - Preliminary Architectural Plans)**

- Demolition of existing interior finishes and systems
- New instructional kitchen stations
- Plumbing modifications
- Mechanical and exhaust systems
- Electrical and technology upgrades
- Interior finishes
- Casework and equipment installation
- Associated code and accessibility improvements

Construction is anticipated to occur during November 2026 - January of 2027 and will require coordination with ongoing school operations.

Pender County Schools has identified funding for the project and seeks a Construction Manager-at-Risk with experience delivering educational renovation projects within established budget constraints.

The Owner reserves the right to adjust the scope and budget based upon available funding.

3. SCOPE OF SERVICES

The selected CMR shall provide services including, but not limited to:

Preconstruction Phase

- Cost estimating
- Schedule development
- Constructability reviews
- Value engineering
- Phasing and logistics planning
- Identification of long-lead items
- Budget monitoring
- Participation in design meetings

Construction Phase

- Public bidding of trade packages
- Construction management
- Management of subcontractors
- Scheduling and coordination
- Project safety oversight
- Quality control
- Project closeout
- Warranty administration

4. SUBMISSION REQUIREMENTS

Interested firms shall submit a concise Statement of Qualifications not exceeding seven (7) single-sided pages, excluding cover letter and required attachments.

Responses shall include:

A. Cover Letter (Maximum 1 page)

Include:

- Firm name
- Primary contact
- Office location
- Confirmation of North Carolina General Contractor license
- Confirmation of ability to provide bonding

B. Relevant Experience (Maximum 2 pages)

Provide examples of:

- School renovation projects
- Educational kitchen, culinary, food service, or instructional lab projects
- CM-at-Risk projects completed within the last five years

C. Proposed Project Team (Maximum 2 pages)

Identify:

- Project Executive
- Project Manager
- Superintendent
- Preconstruction Manager

Include brief qualifications and experience.

D. Project Approach (Maximum 1 page)

Describe:

- Cost control strategies
- Schedule management
- Occupied-campus experience
- Collaboration during design

E. References (Maximum 1 page)

Provide three client references for comparable projects.

5. EVALUATION CRITERIA

Statements of Qualifications will be evaluated using the following criteria:

CriteriaWeight

Relevant K-12 Experience	30
Qualifications of Proposed Team	25
Project Approach	20
CM-at-Risk Experience	15
References	10
Total Possible Points:	100

The Owner reserves the right to shortlist firms and conduct interviews if deemed necessary.

6. ANTICIPATED SCHEDULE

<u>Milestone</u>	<u>Date</u>
RFQ Issued	September 10, 2026
Questions Due	September 16, 2026
Responses Provided	September 17, 2026
Qualifications Due	September 21, 2026
Bid Opening (10:00AM)	September 22, 2026
Selection Committee Review	September 22, 2026
Board Approval	October 6, 2026
Preconstruction Services Begin	October 7, 2026
Board Approval of GMP	November 3, 2026
Notice to Proceed Onsite	November 4, 2026
Activities Substantial Completion	January 4, 2027
Final Completion	January 15, 2027
The Owner reserves the right to modify the schedule.	

7. SUBMISSION INSTRUCTIONS

Submit one electronic PDF to:

William Nelson, Director of Construction and Safety
Pender County Schools
925 Penderlea Highway
Burgaw, NC 28425

Submissions must be received no later than: **2:00 PM EST, September 21, 2026**

Late submissions will not be considered. Questions shall be directed in writing to: William Nelson

Email: william_nelson@pender.k12.nc.us

8. GENERAL CONDITIONS

Pender County Schools reserves the right to:

- Reject any or all submissions.
- Waive informalities.
- Request additional information.
- Conduct interviews.
- Negotiate scope and fee with the selected firm.
- Terminate the selection process at any time.

The selected firm shall possess a valid North Carolina General Contractor's License and shall meet all applicable statutory requirements for Construction Manager-at-Risk procurement under North Carolina law