

**REQUEST FOR QUALIFICATIONS (RFQ)  
For Design Consulting Services**

# **Wake Tech Building Envelope Roof Replacement(s) & Upgrades**

**NCCCS# 2287**

**RFQ Closing Time: October 30th, 2025 at 2:00 p.m.**

**Part 1 – Submittal Requirements**

<b><u>Section No.</u></b>	<b><u>Section Name</u></b>
Section I	Requests for Qualifications
Section II	Statement of Qualifications (SoQ) Content Requirements
Section III	Available Project Information
Section IV	Sample SoQ Evaluation Form

**1. INTENT**

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SoQ), in accordance with the requirements described in this RFQ, for the following:

- A. Professional architectural and engineering design consulting services for programming, schematic design, design development, construction documents, and construction administration from architectural/engineering firm acting as the lead firm and their assembled sub-consultant teams. Wake Technical Community College encourages participation by MWBE firms and supports efforts to ensure and promote opportunities for minority businesses.
- B. A Qualification and Performance analysis process will be employed for this selection. The successful Firm(s) will be those who show successful experience in the scope and types of work proposed.
- C. The successful Firm will be required to enter into a fixed fee contract utilizing the Wake Technical Community College STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGNER.

**2. DEFINITIONS**

- A. "The Owner" means Trustees, officers, and/or employees of Wake Technical Community College, Raleigh, NC.
- B. "Firm" means the person or organization responding to this RFQ.
- C. "Statement of Qualifications (SoQ)" means the submission received from a Firm in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means this entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

**3. STATEMENT OF QUALIFICATIONS SUBMISSION**

- A. SoQ's will be received at the Southern Wake Campus – Facilities & Operations Complex Building T, Suite 200 up to 2:00 p.m. on Thursday, October 30th, 2025, by:

James M. Skinner  
Project Manager – Design & Construction  
Wake Technical Community College  
Building T, Suite 201  
4723 Advantage Way  
Raleigh, NC 27603  
Telephone: (919) 866-5621

- B. SoQ's submitted via fax or e-mail are not acceptable and will not be considered.
- C. Firms will be evaluated on experience and qualifications. Fee related information is not requested and will not be used in the evaluation process.
- D. On the envelope clearly indicate the name of the Firm and the name of Project for which the SoQ is being submitted for.
- E. Refer to Section II - SoQ Content Requirements, for details.
- F. There will *not* be a "public opening" of the SoQ's with Firms present.

**4. COST OF SUBMISSION AND OWNERSHIP OF SoQ's**

- A. Wake Technical Community College is not responsible for any costs incurred by Firms in preparing, submitting, or presenting their SoQ's.
- B. All SoQ's become the property of Wake Technical Community College upon submission and will not be returned.

**5. THE SERVICES AND THE SCHEDULE**

- A. The Scope of Work to be provided under the contract is specified in Section III, Part 1. of RFQ.

- B. Tentative schedule objectives for the project are as follow:

1. Designer Selection	1-2 months
2. Existing Roof Assessment(s)	2-4 months
3. Project Design	TBD
4. Construction	TBD

**6. MINIMUM QUALIFICATION REQUIREMENTS**

- A. Firms must be licensed to practice architecture and/or engineering in the State of North Carolina in accordance with the laws of the State of North Carolina.
- B. Firms must have Professional Liability Insurance coverage. Limits shall be determined prior to award of the design contract(s).

**7. EVALUATION PROCESS**

- A. The evaluation team will be comprised of representatives of Wake Technical Community College and others, as deemed appropriate by the college.
- B. Firms are deemed to understand and agree that the SoQ's 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 Firms who are best qualified to provide the required services.

**8. SUPPLEMENTARY INFORMATION**

- A. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.
  - 1. Wake Technical Community College reserves the right to independently verify the past performance of any Firm or any member of the Firm's project team.

**9. PRE-RFQ MEETING**

N/A

**10. INQUIRIES**

- A. All inquiries/questions regarding this RFQ should be submitted by 2:00PM on October 13<sup>th</sup>, 2025, and directed to the following person via email. No additional questions will be answered after this deadline. An addendum will be posted via EVP if a question(s) arise that are deemed beneficial for the group.

James M. Skinner  
Project Manager – Design & Construction  
Wake Technical Community College  
[jmskinner@waketech.edu](mailto:jmskinner@waketech.edu)

**END OF SECTION**

### STATEMENT OF QUALIFICATIONS (SOQ) FORMATTING REQUIREMENTS

- A. This Section specifies in detail the form and minimum content requirements for information required to be submitted in each SoQ.
- B. Firms may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.
- C. Limit SoQ submission to a maximum of 15 pages, sized 8½" x 11" or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11" x 17" sheets counts as two pages). A page shall be considered to have printing only on one side. A sheet printed on both sides shall be considered as two pages. This page limit *excludes* a transmittal letter, title page, table of contents and SF330. The page limit *includes* resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc. The information found in SF330 does not replace the required information for this SoQ.
- D. Organize the SoQ submission to clearly and succinctly present the required information. Use the main headings and present the information in the order provided in Section IV - SoQ Evaluation Form. All scores are dependent upon completeness and applicability of information within the SoQ.
- E. Provide five [5] complete hard copies of the SoQ and one [1] electronic copy on USB drive.

#### 1. CORPORATE PROFILE

- A. Provide general information about the Firm, which need not be specific to this RFQ. Include history of the Firm, years in business, office locations, number and experience of staff, types of services provided and specialist areas of expertise.
- B. Completeness and applicability of the SoQ.

#### 2. PROPOSED PRIME CONSULTANT AND SUBCONSULTANT TEAM

- A. Firms must demonstrate in their SoQ that they, together with their sub-consultants, have the capacity available to commit to managing and performing all the consulting services and producing all the deliverables required for this particular project, within the required project schedule. Capacity includes sufficient qualified staff resources, technology, and equipment. Firms must demonstrate educational qualifications, experience, and track record of prime consultant's leadership.

- B. Firms must assemble, and identify in their SoQ, a consulting team that includes, as a minimum, the following specialist disciplines:
1. Architectural Engineer (Roofing)
  2. Structural Engineer
  3. Roof Consultant
  4. Third-Party Consultants
- C. Firms must indicate whether each of the above disciplines will be resourced through the Firm's own staff or through sub-consultants.
- D. Provide, for the Firm and for each proposed sub-consultant firm:
1. Name of firm, head office address, telephone number and fax number – if joint venture, whether special or ongoing relationship.
  2. If different from the above, the firm's branch, regional or other office address, and telephone number at the location from which most of the services will be performed.
  3. Name, position, office address, telephone number, and e-mail address of firm's primary contact person for purposes of this RFQ.
  4. Name(s) of firm's principal(s) and their professional credentials.
  5. Names of key personnel proposed to be committed to the project. Identify their discipline, their role (e.g. team leader, lead designer, technical expert, etc.), their professional credentials and experience and their proposed extent of participation in the project.
  6. Other relevant information, at the Firm's discretion, within the specified maximum page limitation requirement for the proposal
- E. Describe how the prime consultant and sub-consultant team will be organized, by indicating formal reporting lines and informal lines of communication in a proposed organization chart.

### 3. EXPERIENCE AND PAST PERFORMANCE

- A. Firms should provide summaries of **three to six** projects completed within the last five years, for which the Firm has provided prime consultant services. These referenced projects must include:
1. At least two projects similar in nature and scope of services to the project for which proposals are being sought.
  2. At least two projects that have been performed by the prime consultant and sub-consultant team, including key personnel who are substantially the same as the one proposed for this project.

3. The referenced projects may be past projects for Wake Technical Community College or for other clients.
4. The summary for each referenced project should include:
  - a) Name, location and brief description of the project.
  - b) Name of client (owner) and name, telephone number and e-mail address of client representative.
  - c) Identification of prime consultant and sub-consultant team, including names of key personnel.
  - d) Name of construction contractor and name, telephone number and e-mail address of contractor representative.
  - e) Planned and actual start and completion/occupancy dates, with an explanation of any significant deviations.
  - f) Original construction budget and final construction cost, with an explanation of any significant deviations.
- B. Provide original construction budget/ final costs & actual start / completion date(s).
- C. Client Satisfaction, client recommendations, etc.
- D. Project management systems, services, and deliverables quality management systems (scope, time, cost, quality, etc.)

#### **4. PROPOSED WORK METHODOLOGIES**

- A. Describe proposed priorities, sequences, etc. for this project.
- B. Describe how all of the required disciplines will be coordinated to optimize the design and ensure high quality properly coordinated construction documents.
- C. Describe the Firm's design philosophy and how the building users' needs and requirements will be considered in the design process.
- D. Describe the management systems, strategies and skills that will be employed to ensure that:
  1. Wake Technical Community College's expectations around project scope, time, cost, quality, performance and aesthetics will be met.
  2. The highest quality of professional services and deliverables will be provided to Wake Technical Community College within the required timelines.

- E. Describe the Firm's construction administration services approach.
- F. Describe the Firm's approach to supporting the growth/development of HUB/MWBE firms; and how the design will promote HUB/MWBE participation during the construction process.
- G. Describe the project close-out and completion effectiveness.

**END OF SECTION**

**1. PROJECT DESCRIPTION**

A. Wake Technical Community College is requesting qualifications from design firms interested in providing design services for:

- 1) A roofing assessment performed on selected roofs located at:
  - Wake Tech Scott Northern Campus (6600 Louisburg Rd)
  - Wake Tech Perry Health Sciences Campus (2901 Holston Lane)
- 2) Once assessment is completed, priority will be established; and Wake Tech will have the option to retain the selected design firm for the full design & construction of roofing replacements and/or recover(s) as needed.

Wake Tech seeks a firm whose combination of experience and personnel will provide timely, cost-effective, and quality service to the College.

Design Services to be rendered by the selected firm will include full design services including but not limited to: Schematic Design, Design Development; Construction Documents; Bidding; Construction Administration and Closeout.

**Scope of Services**

1. Review of existing roofing, roof-mounted equipment, roof access/safety, drainage systems, flashing, mechanical, electrical, structural as required, and related building envelope conditions.
2. Preparation of multiple alternative assembly selections for review by owner to include materials, colors, logistics, estimated costs and schedules.
3. Preparation of all necessary sets of plans, details, and specifications, and permitting as needed for all components of the selected roofing systems and all other work required for a successful project.
4. Preparation of bid documents, participation during bidding and construction contract negotiation.
5. Provision of contract administration including oversight of and documentation for project meetings, review and approval of submittals, review and approval of change orders, variances and pay applications.
6. Construction observation and documentation as required for a successful project.
7. Oversight of project close out processes including final acceptance and approvals, as-built documentation (including photographs, drawings, submittals, and other materials), manufacturer's warranty acceptance and final inspections.

**2. PROJECT BUDGET**

- A. The total construction estimate for this project is from \$500,000 to \$3,000,000 depending on the number of projects the owner elects to undertake.

**3. PROJECT SCHEDULE**

- A. See Section I, Part 5-B for project schedule objectives.

**4. PROJECT DELIVERY SYSTEM**

- A. The anticipated project delivery system is by NC SCO general contracting methods.

**5. PROJECT MANAGEMENT FRAMEWORK**

- A. A Project Manager, employed by Wake Technical Community College, has authority and responsibility for the overall management and delivery of the project. No other Wake Tech representatives are authorized to make decisions or commit Wake Tech on the project unless specifically approved by the Wake Tech Project Manager or their supervisor chain.
- B. The successful Firm will be expected to appoint a project leader who will interface with the Wake Technical Community College's project manager. This interface will be the formal and principal point of contact and communication between the successful Firm and Wake Technical Community College.

**6. OTHER CONSULTANTS**

- A. Wake Technical Community College may retain special consultants as applicable.

**7. OTHER AVAILABLE PROJECT INFORMATION**

N/A

**END OF SECTION**

NAME OF RFQ/PROJECT: **Wake Tech Roof Replacement(s) & Upgrades**

**EVALUATION CRITERIA**

Item Description	Score
<b>1) Corporate Profile</b> (suitability of corporate profile for project needs): <b>2%</b>	
<b>2) Proposed Prime Consultant and Sub-consultant Team: 38%</b>	
a) Demonstrates overall capacity, sufficiency of qualified staff resources, educational qualifications, experience, and track record of prime consultant's team leadership.	
b) Identify consulting team that includes, as a minimum the following disciplines:	
1) Architectural Engineer (ROOFING)	
2) Structural Engineer	
3) Roof Consultant	
4) Third-Party Consultant(s)	
c) Indicate whether each of the above disciplines will be resourced through the Firm's own staff or through sub-consultants.	
d) Provide detail information for the Firm and Sub-Consultant Firm. NOTE: Include the information requested for items 1 – 6 (Section II, 2 D).	
e) Describe how the prime consultant and sub-consultant team will be organized, by indicating formal reporting lines and informal lines of communication in a proposed organization chart.	
<b>3) Experience and Past Performance Record: 30%</b>	
a) Provide a summary of three to six projects completed within the last five years. NOTE: Include the information requested for items 1 – 4 (Section II, 3,A)	
b) Provide original construction budget / final costs and actual start / completion date.	
c) Client satisfaction, other project participants' satisfaction	
d) Project management systems, services, and deliverables quality management systems (scope, time, cost, quality, etc.)	
<b>4) Proposed Work Methodologies: 30%</b>	
a) Proposed priorities, sequences, etc. for this project	
b) Coordination of required disciplines to optimize design	
c) Design philosophy	
d) Management systems, strategies, and skills	
e) Standard Construction Administration Services	
f) Support for the development of HUB firms	
g) Project Close-out and Completion effectiveness	
<b>Total Score</b> (All scores are dependent upon completeness and applicability of information within the SoQ.)	