



YANCEY COUNTY SCHOOLS

REQUEST FOR QUALIFICATIONS
for
CONSTRUCTION MANAGEMENT AT RISK
SERVICES
RFQ# 20260209

Multiple Renovation Projects

Issue Date: February 9, 2025

Response Deadline: March 9, 2026, at 2:30 pm

RESPONSES ARE TO BE EMAILED OR DELIVERED TO:

YANCEY COUNTY SCHOOLS
Attn: Faith Porter
100 School Circle
Burnsville, NC 28714
[**faith.porter@yanceync.net**](mailto:faith.porter@yanceync.net)

RFQ# 20260209

February 9, 2026

Pursuant to the North Carolina General Statutes, Section 143-64.31, as amended, Yancey County Schools invites responses to this Request for Qualifications, subject to the conditions and specifications herein, for the provision of Construction Manager at Risk services. Responses will be accepted until **2:30 p.m. local time on March 9, 2026.**

SUBMISSION INSTRUCTIONS

1. Respondents shall submit a complete, fully executed Qualifications document.
2. Submissions may be sent by any one of the following methods:
 - a. Email or delivered to:
YANCEY COUNTY SCHOOLS
Attn: Faith Porter
100 School Circle
Burnsville, NC 28714
faith.porter@yanceync.net

NOTE: REGARDLESS OF DELIVERY METHOD, RESPONSES RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

INQUIRIES

All requests for clarifications or additional information must be submitted in writing to Ms. Faith Porter, via electronic mail:
faith.porter@yanceync.net

Section 1 - INTRODUCTION AND OVERVIEW

Yancey County Schools (YCS) is requesting qualifications from construction management firms interested in providing Construction Management at Risk services for multiple renovation projects throughout the district. The selected firm would begin actively participating in the Schematic Design Phase with Yancey County Schools, and our Architect on the project, McMillan Pazdan Smith Architecture.

The renovations would include, but may not be limited to:

- Mountain Heritage High School - renovations shall include the following: roof replacement on the principal building, and replacement of the wood flooring and bleachers in the gymnasium.
- Cane River Middle School - renovations shall include the following: replacement of the HVAC system at the gymnasium and media center addition, replacement of the windows at the gymnasium, and replacement of the wood flooring and bleachers in the gymnasium.
- East Yancey Middle School - renovations shall include the following: replacement of the HVAC system at the gymnasium and media center addition, replacement of the windows at the gymnasium, and replacement of the wood flooring and bleachers in the gymnasium.
- Burnsville Elementary School - renovations shall include the following: roof replacement on the original building.

The district's construction budget is approximately \$11M, and anticipates the work being completed over multiple construction phases due to each school being occupied during the 2026/27 and 2027/28 school years.

Section 2 – SERVICES and INSURANCE REQUIREMENTS

By contract with Yancey County Schools, the selected firm will provide services customary to the Construction Management at Risk delivery method, with a corresponding division of work between the architect and construction manager:

- **PRE-CONSTRUCTION PHASE SERVICES**
 - Administration:
 - The construction manager (CM) shall attend and participate in all design phase team meetings as requested by the District or their Architect. The CM shall prepare site logistics, utilization, and phasing plans for review by the Owner and their Architect/Engineers. The CM shall provide periodic constructability reviews of the design and provide recommendations on whether any equipment or materials should be considered for prepurchase due to long lead times or other factors that may impact the construction schedule.
 - Estimating:
 - The CM shall provide the following estimates:
 - 100% Design Development Documents

- 50% Construction Documents
- 90% Construction Documents
- Scheduling:
 - Develop a detailed master project schedule (with the District and their Architect) upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: design (obtained from Architect), bidding, permitting, Board approval of the contracts, and all construction activities, including commissioning, through closeout of the project.

- **CONSTRUCTION PHASE SERVICES**

- General Administration:
 - Maintain a competent and sufficient number of full-time field staff to administer the work of the Project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties.
- Reporting/Communication:
 - On a weekly basis, prepare a detailed project report updating the Owner with cost, schedule, safety, quality, and other pertinent project facts. Maintain a daily log of construction activities and a photographic log of the project's progress.
 - On a weekly basis, hold an informational meeting with the Owner and Architect to provide an overall update of the Project's progress, and follow with meeting minutes.
 - Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other Project information. Architect and Engineers will interface with Architect's project management application - Newforma.
- Construction Contract Bidding/Procurement:
 - As provided by N.C. Gen. Stat. § 143-128.1, establish a prequalification process for approval by the Owner and implementation in the bidding process.
 - Conduct competitive bidding processes for the work in compliance with applicable law for inclusion in one or more Guaranteed Maximum Price contract change orders.
 - The selected CMAR provider shall bid the various bid packages in accordance with YCS Board of Education policies and state laws. When in conflict, the most restrictive must be applied.
- Project Accounting:
 - On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner.
 - Process payment requests, collect waivers from trade contractors and suppliers, and collect certified payroll from trade contractors.
 - Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review.
 - Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs.
 - Maintain required insurance and obtain required performance and payment bonds, and/or obtain any required bonds and insurance certificates from all contractors and suppliers.

- Requests for information and submittals:
 - Review and forward to the Architect and/or Owner all trade contractor requests for information and submittals. Maintain a date-sensitive computerized log of all such documents, indicating the current status of each.
- Permits and Inspections:
 - Secure all necessary local, state, and federal permits, inspections, and certificates of occupancy for the new and renovated facilities. Additionally, the CM shall coordinate all commissioning requirements.
- O&M Manuals/As-Builts:
 - Prepare and turn over all O&M manuals for all equipment to the Owner. Throughout the project, maintain an accurate set of as-built documents for the Owner, incorporating all aspects of the construction.
- Training/Start-Up:
 - Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.
- Warranty:
 - Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of the same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.
- Self-performed Work:
 - Consistent with N.C. Gen. Stat. § 143-128.1(c), indicate the CM's capacity for self-performing work in the event that bidding for any portion of the work does not produce any responsible, responsive bidder for that portion of the work.
- Additional Requirements:
 - There will be meaningful interaction with the Yancey County Board of Education, the Superintendent of Schools, through work session and public presentations.
 - The selected firm shall indemnify, defend, and hold harmless the County, the School System, and its subsidiaries, divisions, officers, directors, and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments, and awards arising or claimed to have arisen, from any injury caused by or allegedly caused by, any act or omission of the selected firm, or any employee agent or assign.

Subject to change by the Owner, the minimum limits for the following types of insurance are required:

- Professional Liability: \$2,000,000
- Public Liability Combined Limit
 - Bodily Injury: \$1,000,000 each person
 - Bodily Injury: \$1,000,000 each accident
 - Property Damage: \$1,000,000 each accident
- Automobile Liability & Property Damage Combined Limit
 - Bodily Injury: \$1,000,000 each person
 - Bodily Injury: \$1,000,000 each accident
 - Property Damage: \$1,000,000 each accident
- Workers' Compensation: statutory minimum

Section 3 - SUBMISSION REQUIREMENTS/INSTRUCTIONS

MINIMUM REQUIREMENTS AND QUALIFICATIONS

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal to their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected. Joint Ventures will not be considered.

CONTENT OF RESPONSE TO REQUEST FOR QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his or her ability to perform the services being sought by the School System. Failure to provide the required information may result in rejection of the submittal.

1. Introductory Letter: An informative, narrative letter pertinent to your firm's capabilities and services signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter should identify all addenda received by the Respondent.
2. Experience of Firm and References:
 - a. Firm name, address, telephone number, email address, and contact person, NC License number, the state the entity is incorporated in, and chiefly located.
 - b. Firm biography, profile, and current workload.
 - c. Listings and detailed descriptions of no less than three (3) similar K-12 projects successfully completed by the firm during the past ten (10) years under a Construction Manger at-Risk delivery method. Include:
 - i. Project name, location, School District, and the name and telephone number of a contact person;
 - ii. Name, address, telephone number and email of architect; and
 - iii. Project description including size in square feet, schedule, services provided, date completed, construction budget, GMP, final construction cost, CM fee percent, CM general conditions as a percentage of the GMP, original construction duration, final construction duration, duration from substantial completion to completion of closeout.
 - d. Firm's K-12 Education experience, including but not limited to, Yancey County and North Carolina, focusing on projects delivered as CMAR.
 - e. Provide a brief photographic and written overview of similar work in Education Design.
 - f. Describe your firm's experience providing Building Information Modeling (BIM) services including completed projects and those currently in process. Describe your BIM process (in-house or outsourced) and how you engage the design team and the Owner.
 - g. Describe your firm's approach and the name of the person in charge of quality assurance preconstruction through closeout.
 - h. Describe your approach to the collaboration with the Owner and the design team throughout design and construction.

- i. Describe your firm's experience in successfully completing the commissioning process within 60 days of building substantial completion.
 - j. Describe your firm's approach to communicating with the local trade contractors in advance of bidding to increase their interest and possible participation, and your overall trade contractor prequalification process.
 - k. Describe your in-house MWSBE program and a detailed approach to implementation on a YCS project including a description of outreach, procurement, monitoring, reporting, and technical assistance, and the responsible team member.
 - l. Provide a minimum of three (3) K-12 client references (not YCS project related). Information should include contact name, address, phone number, and email. Information should describe the services provided (for example, "construction management at-risk, including preconstruction services").
 - m. Any judgments against firm or pending litigation related to professional conduct or services within the last five (5) years. Also note any project(s) where your firm has been terminated.
 - n. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law related to construction? If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.
 - o. Specify if your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft or any other act of dishonesty?
3. Team Organization, Management, and General Qualifications:
- a. Clearly identify roles, responsibilities, and office location of the proposed project personnel.
 - b. Team and project management structure shall be documented and the principal responsible for the contract shall be identified.
 - c. The Respondent shall demonstrate current staff capacity to provide the services requested and credentials and qualifications of the project team members.
4. Project Staffing & Capacity:
- The education, training, qualifications, and office location of the proposed Project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization. (Please note that each CM may vary the type and amount of staff assigned to the Project. Each CM will have to justify the inclusion or exclusion of staff for the Project).
- a. Project Executive (minimum 15 years total experience, and a minimum of 10 years' experience in K-12 projects).
 - b. Project Manager (minimum 10 years total experience, and a minimum of 5 years' experience in K-12 projects, and include the percentage of time the Project Manager will be on site).
 - c. Construction Superintendent (minimum 10 years' experience in K-12 projects, and include the percentage of time the Superintendent will be on site).
 - d. Preconstruction Manager (minimum of 10 years total experience).
 - e. Assistant Superintendent (if needed).

- f. Project Engineer (if needed).
 - g. Administrative Staff.
 - h. Safety Personnel.
 - i. Any other assigned staff.
 - j. Provide a list of the CM at Risk public projects your firm is currently committed to in North Carolina, including the name of the project, location, value, and completion date.
5. Insurance Requirements: Provide a copy of a certificate of insurance that identifies current levels of insurance in areas of general liability, automobile liability, workers compensation, and professional liability.
6. Financial Data:
 - a. Provide the name of proposer's Bonding Company/Surety including name of Surety agent, address and telephone number, firm's total bonding capacity and current available bonding capacity and Surety's A.M. Best rating. Include this information for Surety's utilized over the past three (3) years.
 - b. YCS reserves the right to request financial data. If requested, provide a copy of audited financial statements for the three (3) previous fiscal years and the last quarterly report. Statements must include auditor's letter of opinion, auditor's noted balance sheet, statement of income/loss.
7. Safety:
 - a. Provide your firm's workers' compensation Experience Modification Rate (EMR) for the last three (3) years.
 - b. Do you have a dedicated home office/safety representative that visits/audits projects? Describe reporting structure.
8. Proposed Schedule: The proposed time schedule for this selection process is below. Dates are tentative and are subject to change (except the issue date of RFQ, deadline to submit questions, and the due date of RFQ).
 - o Issue date of RFQ: February 9, 2026
 - o Deadline to submit questions: March 2, 2026, by 2:30 pm
 - o Due date of RFQ: March 9, 2026, by 2:30 pm
 - o Committee evaluation of submittals: March 9th – 13th, 2026
 - o Short-List Selection: March 13, 2026
 - *At the discretion of Yancey County Schools, interviews of short-listed firms may be conducted during the week of March 30, 2026 at a time and date to be determined. Yancey County Schools reserves the right to eliminate interviews from the selection process.*
 - o Board of Education to approve construction manager selection: April 20, 2026.
9. Format: Submittals shall be formatted on 8½" x 11" paper, include front and back covers, cover letter, and Table of Contents. Submittal shall be spiral side-bound and include reference tabs for key sections. The maximum number of pages should be less than 40 double-sided (80 pages of content).
10. Acknowledgement Form: The Acknowledgement Form included with this RFQ must be properly executed and submitted.
11. Non-Collusion Affidavit: The Non-Collusion Affidavit included with this RFQ must be

properly executed and submitted.

12. Sample work product:

- PreConstruction Phase Cost Estimation (bound separately and will not count against 80-page count submittal)
- PreConstruction Phase Detailed master schedule- including all phases of the work: design, bidding, board approvals, and all construction activities through the close of the project (bound separately and will not count against 80-page count submittal).

SUBMITTAL INSTRUCTIONS

Firms interested in being considered for providing the specified services shall submit a response as specified above. If submitted electronically by email, submit one (1) electronic copy of the qualifications submittal and one (1) electronic copy of each sample work product (the total size for all required documents together shall not exceed 20MB). If submitted by mail or delivery service, the submission should be sealed and in the form of two (2) hard copies of the qualifications submittal and sample work products, in addition to one (1) electronic copy of the qualifications submittal and one (1) electronic copy of each sample work product on a flash drive (the total size for all required documents together shall not exceed 20MB). Submittals must be received on or before **2:30 p.m. local time on March 9, 2026**. All submittals received after the noted deadline will not be considered.

INQUIRIES

All requests for clarifications or additional information must be submitted in writing to Ms. Faith Porter, via electronic mail: faith.porter@yanceync.net. The School System will record responses to inquiries, if any, and address them in the form of a written addendum that will be posted on the School System's website at <https://www.yanceync.net/>. All inquiries are to be made in writing via electronic mail and submitted to the individual listed above. Any attempt to contact any elected local officials or school system administration may result in disqualification.

ADDENDA

Should revisions to this RFQ become necessary, the School System will post a written addendum on the School System's website at <https://www.yanceync.net/>.

SUBMITTAL PREPARATION COSTS

Yancey County Schools shall not be liable for any expenses incurred by Respondents in connection with the preparation of a response to this RFQ. Respondents should prepare their submittal providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ.

Section 4 - SELECTION PROCESS/CRITERIA

PROCESS

Yancey County Schools will review the qualification responses and may request interviews. If contacted, the firm should make themselves available and be ready to provide a presentation of their qualifications

YCS has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement.

The most qualified firm will be notified, and the school district will commence negotiations with said firm to develop a fee proposal and agreement. If the school district and firm cannot reach an agreement, negotiations will terminate, and the school district will commence fee negotiations with the next most qualified firm. The finalized agreement entered into with the selected firm shall be with the school district as the Owner

SELECTION CRITERIA

The committee will use the following criteria to select an individual/firm for further consideration:

1. Completeness of the response to this RFQ.
2. Expertise and qualifications of key professional staff and the firm as a whole in the specific areas of construction management services.
3. Performance history of the firm and its staff members on K-12 projects and with K-12 clients.
4. Availability of resources and current workload of the team proposed for this project to meet project deadline.
5. Proximity to Yancey County Schools.

Recommendation by the selection committee is based on the combination of the proposer's response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project, and, as applicable, the interview process.

Section 5 - ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges having received and completed a package containing a full set of documents, including but not limited to:

1. Introduction and Overview
2. Services and Insurance Requirements
3. Submission Requirements/Instructions
4. Selection Process/Criteria
5. Acknowledgement Form
6. Non-Collusion Affidavit

The undersigned acknowledges receipt of addenda: _____

I, the undersigned, certify and declare that I have read all the foregoing responses to this RFQ and know their contents. The responses are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

All signatures to be sworn to before a Notary Public

Signed _____ Firm Name _____

Title _____ Address _____

Telephone _____ City _____

State _____ Zip _____

Corporate Seal – (requested, not required)

SUBSCRIBED AND SWORN to before me this

_____ Day of _____ 19____

Notary Public Signature

STATE OF _____

COUNTY OF _____

Section 6 - NON-COLLUSION AFFIDAVIT

YANCEY COUNTY SCHOOLS
RFQ# 20260209

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES

The undersigned affirms that the proposal made herein is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That _____ (Firm Name) is not connected in any official capacity with Yancey County Schools, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

State of North Carolina

County of: _____

Sworn to and subscribed

before me, this

_____ day of _____, 20_____.

Notary Public

My commission expires: _____