



HARNETT COUNTY SCHOOLS
MAINTENANCE DEPARTMENT
LILLINGTON, NC 27546

REQUEST FOR QUALIFICATIONS FOR

SITE ASSESSMENT SERVICES
SCHOOL NUTRITION FREEZER/COOLER
RFQ-2025-08

QUALIFICATION PROPOSALS DUE **JULY 17, 2025**, NO LATER THAN 2:00 P.M.

SUBMIT VIA EMAIL, DELIVERY SERVICE, OR HAND DELIVER TO:

HARNETT COUNTY SCHOOLS PURCHASING DEPARTMENT
ATTN: GARLAND MCDOWELL
DIRECTOR OF PURCHASING
125 ALEXANDER DR.
LILLINGTON, NC 27546

Introduction

Harnett County Schools (HCS) is seeking statements of qualifications from professional firms to provide site assessment services for the future School Nutrition Freezer/Cooler Project, to be located adjacent to 1500 South Main Street, Lillington, NC 27546.

This solicitation is issued in accordance with N.C. General Statute 143-64.31 (Mini-Brooks Act). Firms will be selected based on demonstrated competence and qualifications for the required services. **Do not submit fees or pricing** in response to this RFQ.

Scope of Services

The selected consultant will be responsible for all site assessment services needed to support design and construction of the facility. These services include, but are not limited to:

- Surveying services
- Environmental assessments (including Phase I/II if needed)
- Stormwater management analysis
- Utility location and coordination
- Traffic engineering evaluations
- Geotechnical investigations and reporting

The scope may be adjusted as needed during project planning and coordination

RFQ Response Timeline

Issue RFQ	June 19, 2025
Deadline for Questions	July 2, 2025 by 2:00 PM
Addenda Answering Questions	July 10, 2025
Deadline for Proposal Submission	July 17, 2025 by 2:00 PM
Review of Proposals and Create Shortlist	July 21, 2025
Evaluates and Select Qualified Firms	July 22, 2025
Approval of firms and Begins Negotiations	July 28, 2025 (Anticipated)

Submittal Requirement

Interested firms shall submit a Statement of Qualifications (SOQ) that includes the following:

- Cover Letter (1 page)
- Firm Overview – general background, size, office locations, services
- Relevant Experience – summary of comparable project experience in NC
- Project Team – résumés and roles of key personnel assigned
- Project Approach – proposed methodology and understanding of scope
- References – at least three (3) public sector clients for whom similar services were provided (preferred)

Submissions must not exceed 20 pages, excluding the cover letter.

Evaluation Criteria

Responses will be evaluated based on the following:

- Relevant experience with similar site assessment projects (30%)
- Qualifications of personnel proposed for the work (25%)
- Understanding of the project and methodology (25%)
- Capacity to perform work within HCS's schedule (10%)
- References and past performance with public sector clients (10%)

Harnett County Schools reserves the right to select the firm that best meets its needs and may conduct interviews at its discretion.

Selection Process

This RFQ is the first step in a two-part selection process:

1. Qualifications-based selection: HCS will evaluate and rank firms based on submitted qualifications.
2. Fee negotiation: After ranking, HCS will negotiate a fair and reasonable fee with the top-ranked firm. If negotiations fail, HCS will proceed to the next-ranked firm.

Submission Deadlines & Delivery

Responses must be received no later than:

2:00 PM (EST) on Tuesday, July 17, 2025

Submit via:

Email Garland McDowell to: gmcowell@harnett.k12.nc.us

OR hard copy (1 original + 3 copies) to:

Garland McDowell
Director of Purchasing
Harnett County Schools
125 Alexander Dr.
Lillington, NC 27546

Late submissions will not be considered.

Questions & Clarifications

All inquiries must be submitted in writing by July 02, 2025, at 2:00 PM to:

Garland McDowell

Director of Purchasing

Email: gmcdowell@harnett.k12.nc.us

Subject Line: RFQ-2025-08 Site Assessment Services

Historically Underutilized Businesses (HUBs)

Harnett County Schools encourages participation from minority-owned, women-owned, and Historically Underutilized Businesses (HUBs). Firms are encouraged to indicate any HUB certification and participation.

Public Notice Requirement

This RFQ is publicly advertised in accordance with Session Law 2021-189 and G.S. 143-64.31, with at least seven (7) full calendar days between posting and the submission deadline.