

**REQUEST FOR QUALIFICATIONS (RFQ)**

**For Design-Build Services**

**Bid #6-9764851**

**Forest Hills HS Athletic Stadium Project**

**Union County Public Schools**

**Monroe, N.C.**

## **I. General Information**

Owner/Agency: Union County Public Schools

Project Title: Forest Hills High School Athletic Stadium Project #6-9764851

Location: 701 Old Highway 74 Marshville N 28103

Project Delivery Method: Design-Build (G.S. 143-128.1A)

Estimated Budget: \$5,750,000

### **Project Description:**

Replacement of the existing high school athletic field with a synthetic turf system, replacement of track surfacing, soil stabilization and drainage improvements, fencing, and site infrastructure upgrades as required.

- Total Bleacher Capacity: Minimum 2,800
- ADA accessible Press-box
- Footprint of existing fieldhouse structure is 6,100 sq/ft.
- Track is 6 lanes with BSS 200 system or equivalent
- Field Events include shot put, discus, long jump, pole vault, and high jump. Owner desires consolidation of events and/or integration into the "D" zone, as feasible.
- Purchase and Installation of a greenhouse adjacent to the stadium
- Location of ticket booth(s) to be determined during schematic design.

Design-Builder will verify existing conditions, ensure code compliance, and deliver a complete and fully operational athletic facility. This project will require unique sequencing that will be determined and established as project scope is defined.

Union County Board of Education has established policies implemented by UCPS regarding purchasing practices, the use of good faith efforts to reach diverse contractors and encourage participation in the school system's contracts by such contractors, including the selected vendor will be required to abide by any of these applicable policies, and any other applicable state laws.

Changes to key team members after submission require prior written approval.

## **Schedule:**

- RFQ Advertisement: 10/17/2025
- Mandatory Site Visit: 10/29/2025 @ 9am.
- RFIs Due: 11/05/2025; 2pm EST
- RFQ Submission Deadline: 11/13/2025; 2pm EST
- Interview Notification: Week of 11/17/2025
- Interviews: Week of 12/1/2025
- Selection/Negotiation: TBD
- Anticipated Design Completion: TBD
- Anticipated Construction Completion: TBD

## **II. Submission Requirements**

Respondents must submit one (1) electronic copy (PDF on USB or via email) to:

UCPS Contact: Jennifer West

Address: UCPS Facilities Department 201 Venus Street Monroe, N.C. 28112

Email: [facilitiesbids@ucps.k12.nc.us](mailto:facilitiesbids@ucps.k12.nc.us)

**Proposals received after the submission deadline will be deemed nonresponsive.**

**Please use the above contact and do not contact other staff or elected officials in regard to this procurement process. Improper contact may result in disqualification of your proposal.**

## **III. Minimum Qualifications**

All firms must be properly licensed in North Carolina to offer both design and construction services. Firms shall include license numbers for:

- General Contractor
- Architecture/Engineering Design Professionals
- Relevant specialty contractors (as applicable)

## **IV. RFQ Response Content & Evaluation Criteria**

Use the following outline (maximum 30 single-sided pages not including cover, dividers, or appendices):

#### A. Team Composition

- Identify key firms (contractor, architect, consultants).
  - Please provide a list of the licensed contractors, licensed subcontractors, and design professionals whom the design-builder proposes to use for the project's design and construction. Please note that the design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list.
- Provide firm profiles, staff size, office location, and history of collaboration.
- Confirm NC licensure.

#### B. Personnel

- Identify key team members with roles and resumes.
- Include project manager, design lead, site superintendent, preconstruction lead, and safety manager.
- Include organizational chart and percent availability.

#### C. Relevant Experience

- Up to 5 projects similar in scope and complexity. Preference will be given to design-build, K-12, and public projects.
- Include: project scope, budget, actual vs. GMP cost, schedule adherence, and project reference.
- Letters of reference. Preference will be given to public and K-12 client references.

#### D. Project Approach

Describe your approach to:

- Existing conditions assessment and design validation
- Design management and preconstruction approach
- Subcontractor prequalification and bidding strategy
- Construction phasing and minimizing impact on school operations
- Cost, schedule, and quality control
- Communication with stakeholders and community

#### E. Schedule Management

- Submit a draft schedule from design start to turnover.
- Highlight schedule risk mitigation strategies.

#### G. Capacity & Workload

- List current active projects and staffing resources.
- Confirm ability to start work per schedule.

### **V. Selection Process**

The Owner will use a qualifications-based selection as outlined in G.S. 143-64.31. After review of written responses, shortlisted teams may be invited for an interview. Finalists may be asked to provide additional documentation, including a conceptual schedule or methodology presentation.

Owner has the right to award based on the RFQ submittal without an interview.