



REQUEST FOR QUALIFICATIONS

DESIGN-BUILD NEW GYM AT RIVERVIEW ELEMENTARY SCHOOL HERTFORD COUNTY PUBLIC SCHOOLS

QUESTION DEADLINE: 2:00 p.m. EST, January 14, 2026

PROPOSAL DEADLINE: 3:00 p.m. EST, January 21, 2026

REQUEST FOR QUALIFICATIONS

Design-Build Services

HERTFORD COUNTY PUBLIC SCHOOLS, NORTH CAROLINA

The District requests Statements of Qualifications for Design-Build Services for a new gymnasium at Riverview Elementary School project. This request for qualifications (RFQ) solicitation does not commit the District to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for these services. Pursuant to North Carolina General Statute 143-64.31, the District utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring Design Build (DB) firms. The District’s primary purpose in using the DB process is to utilize fast-tracked design and construction services to deliver quality construction in an economical and efficient manner. The District believes the DB delivery method will provide a greater return on investment while also delivering a high quality, turn-key facility that will enhance the educational opportunities of the students utilizing the facility.

For information purposes, this RFQ includes the following information on the following items:

- 1) Project site: Riverview Elementary School.
- 2) Project scope: Hertford County Public Schools (HCPS) is soliciting proposals for the design and construction of a new Gymnasium at Riverview Elementary School. The school will comply with general program guidelines set forth by the North Carolina Department of Public Instruction. NCDPI provides technical assistance and authorization of state funding for school construction.
- 3) Anticipated project budget: Estimated up to \$7,150,000.
- 4) Project schedule: Funding is provided by the North Carolina Needs-Based Public School Capital Fund. Estimated project start date of March 2026 and an estimated project completion date of November 2027.
- 5) Qualifications selection criteria and criteria weighting: An Evaluation Committee will evaluate the proposals using the following criteria.
 - a. Expertise, qualifications, and current/past experience of the Offeror, particularly with all aspects of public schools, including educational specifications, preconstruction services, project management, construction, design-build, and reporting/communications capabilities.
 - b. Ability of Offeror to provide responsive services.
 - c. Ability to offer complete in-house services, value-added services, and team continuity throughout life of contract.
 - d. Past performance on contracts of similar size and scope including plan to meet HUB/MBE goals.
 - e. Local preference for Resident (NC) firms - Resident firms may receive preference in procurement of Design Build, Architectural, and subsequent subcontractor selections. A Resident firm is a firm that has paid unemployment taxes or income

taxes in North Carolina and whose principal place of business is located in this State.

- 6) Notice of the District's rules, ordinances, or goals, including goals for MWBE and small business participation: The District encourages use of small, women and Historically Underutilized Businesses however no specific percentage has been approved for this project; the state goal of 10% minority business participation shall prevail unless otherwise approved prior to bidding. All Board of Education Policies and Procedures shall apply to this contract.
- 7) Each Offeror shall submit *with its proposal* an explanation of its project team selection consisting of *either*: a. List of licensed contractors, licensed subcontractors and licensed design professionals the design-builder proposes to use on the project, OR b. A list of the licensed contractors and design professionals whom the design-builder proposes to use for the project's design and construction and an outline of the strategy the design-builder plans to use for open subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

DELIVER PROPOSALS TO:

Dr. Jesse Pratt
Hertford County Public Schools
701 N. Martin Street
Winton, NC 27986
(252) 358-1761
jpratt@hertford.k12.nc.us

Please use the above contact and do not contact other staff or elected officials in regards to this procurement process. Improper contact may result in disqualification of your proposal. No pre-proposal conferences, meetings, or site visits shall be conducted. Any questions that are necessary to complete proposals should be sent *in writing* at least 7 (seven) business days prior to the submission deadline to the name listed above.

1. Number of Copies and Due Date

Ten (10) copies, as well as a thumb drive with digital copy, are due by 3:00 p.m., January 21, 2026. Statements of Qualifications/Proposals received after that time will not be considered. Copies via email will not be accepted. The District is not responsible for late submissions. Mark the outside of the package with a label titled "**NEW GYMNASIUM RIVERVIEW ELEMENTARY SCHOOL DESIGN-BUILD PROPOSAL**" with the due date.

2. Schedule/Process

Following evaluation of the qualifications of the design-builders, the two or three most highly qualified design builders shall be ranked. If after the solicitation for design-builders not as many as three responses have been received from qualified design-builders, the District shall again solicit for design-builders. If as a result of such second solicitation not as many as three responses are received, the District may then begin negotiations with the highest-ranked design-builder under G.S. 143-64.31 even though fewer than three responses were received. If

the District deems appropriate, it may invite some or all responders to interviews. Interviews are not anticipated at this time but may be requested if deemed necessary.

3. Selection Criteria & Format of Proposal

The Offerors should address the following in their statements:

- A. Expertise in providing Design-Build services for public school projects
 - i. Brief firm introduction; Provide a description of the team and firm that will enter into the contract, including origin, background, current size, available resources, locations, and general organization for design and construction; Include an authorized contact person for the proposal process. Provide copies of your North Carolina General Contractor License, Licenses of design professionals proposed, bonding capacity, and a summary of the firm's financial stability. Each offeror shall certify that each licensed a design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31.
- B. Past performance on similar work
 - i. List five to ten most relevant school projects completed by your firm as the contractor or Design-Builder.
 - ii. Examples of firm(s) providing design and planning services, constructability reviews, and value management.
 - iii. Examples of coordination with multiple agencies.
 - iv. List of references (a minimum of 3 references).
- C. Adequate staff and team for assignment to this Project
 - i. Organizational chart, including both Design and Construction Teams
 - ii. Resumes of all key team members proposed to be assigned. If any subconsultants are proposed, please indicate the person, firm, and provide information in Section "a. Expertise" for each firm. Note: The design-builder shall obtain written approval from the District prior to changing key personnel after the contract has been awarded.
- D. Approach to providing a unified Project
 - i. Experience in collaborative relationships.
 - ii. Cost estimating approach / Examples of GMP compared to final cost.
 - iii. Program to maximize HUB, local, and minority business participation, including pre-qualification procedures. List proposed subcontractors OR strategy to be used to prequalify firms. Include a description of good faith efforts to be used for your bid solicitation process. If a firm is a Small, Minority, Local, or Disadvantaged Business please include certification(s).
 - iv. A typical draft floor plan that could be applied to the project, and/or other conceptual pictures or renderings that are similar and applicable to the project.
 - v. Hourly rates for professionals.
- E. Location of office and familiarity with the area
 - i. Knowledge of local codes and ordinances; Previous experience in the region; Location of firm(s).

- F. State any conflicts of interest your firm or any key team member may have with this Project.
- G. Financial Information, including:
 - i. Financial Statement for past 2 years.
 - ii. Proof of ability to obtain performance and payment bonds.

Other Conditions:

- A) The District reserves the right to cancel or reject any or all proposals and to negotiate and award a contract deemed to be in the District's best interest.
- B) The District shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the District for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the County/District harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.
- C) The District is not required to enter into a contract with any Offeror if not entering into such a contract deemed by the District in the best interest of the District.
- D) The Offeror certifies that to the best of its knowledge no employee of the District nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal.
- E) This public body does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- F) After selection, and prior to contract signing, the firm will be required to provide proof of licensing and insurance, and other requirements per District policy and State law.

Minority/Women and Small Business Enterprises

It is the policy of the District to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of contracting and procurement programs, including but not limited to employment on construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. To qualify as a MBE/HUB, at least fifty-one percent (51%) of the business must be owned by one or more persons who are members of at least one of the groups set forth in N.C.G.S. § 143-128.4(b), or in the case of a corporation, at least fifty-one percent (51%) of the stock is owned by one or more persons who are members of at least one of the groups set forth in N.C.G.S. § 143-128.4(b).

Submitting Confidential Information

Each proposal becomes the property of the County/District and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General

Statute § 66-152 *et seq.* To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

Design-Build Written Determination

REFERENCE TO LAW N.C.G.S. § 143-128.1A.(b): "A governmental entity shall establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for a project, and such criteria shall, at a minimum, address all of the following:(1) The extent to which the governmental entity can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder. (2) The time constraints for the delivery of the project. (3) The ability to ensure that a quality project can be delivered. (4) The capability of the governmental entity to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery. (5) A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities. The governmental entity shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section. (6) The criteria utilized by the governmental entity, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subdivisions (1), (2), and (4) of G.S. 143-128(a1)."

- (1) The District has adequately and thoroughly defined the project requirements; Multiple public meetings of the School Board jointly with the County have been conducted to discuss the nature of the project.
- (2) The District shall ensure a quality facility will be completed by selection of highly qualified Design team as part of the DB contract, who will actively participate in projects meetings.
- (3) The District will collaborate with the County to manage and oversee the project, including experienced staff who are experienced with the design-build method of project delivery. The District's Superintendent of Schools or his designee, and the Director of Operations shall serve as the primary contract point of contact.
- (4) The Design-Build process will assist local, HUB, small, and minority firms by providing a prequalification process that is anticipated to include points associated for status of resident and minority firms for all 1st tier subcontractors. Evaluation criteria considers status of firms, their ability and strategy to ensure participation goals are met and/or good faith efforts are achieved in accordance with NC statutes.
- (5) The following criteria was utilized to compare of the advantages and disadvantages of the various contracting options available to the District:

- a) Hertford County Public Schools, a small but highly successful District, does not have enough staff to procure and manage multiple, separate design and construction contracts for a major school project and thus requires the assistance of a professional construction firm for this major undertaking. The District shall manage and oversee the Design-Build contract in a seamless format, with one contract to provide coordination and management of the process.
- b) The timeline of seeking a public bond referendum extends the schedule and the Design-Build process will allow a jump-start to the schedule by having both design and construction firms to ready upon funding approvals. The Design-Build firm may offer limited design and pre-construction services prior to full funding approvals at its own risk and without expectation of reimbursement.
- c) Hertford County Public Schools requires a creative prequalification and recruitment effort for 1st and 2nd tier subcontractors. The Design-Build process will assist with gaining the labor force required for a project of this magnitude.
- d) The Design-Build process will provide for a process to prequalify and assist local and HUB firms throughout the subcontracting process.
- e) The nature of funding the project via a bond referendum and the rising costs in the market demand a Guaranteed Maximum Price to ensure the project remains within budget.
- f) The advantages of utilizing Design-Build services outweigh all disadvantages of traditional delivery in terms of budget, creativity and flexibility for a design and construction process that can begin quicker than traditional Design-Bid-Build, schedule, and location/regional demands of the project stated above.