

REQUEST FOR QUALIFICATIONS (RFQ)
For Design Consulting Services

Southern Wake Campus Renovations

Building SL Renovation

NCCCS# 3051

RFQ Closing Time: September 11, 2026 at 2:00 p.m.

Part 1 – Submittal Requirements

<u>Section No.</u>	<u>Section Name</u>
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 firm acting as the lead firm and their assembled sub-consultant teams. Wake Technical Community College encourages participation by Small Business Enterprise (SBE) firms and supports efforts to ensure and promote opportunities for SBE firms.
- 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. SoQs will be received at the Southern Wake Campus – Building S, Suite 200 up to 2:00 p.m. on Friday, September 11, 2026, (the RFQ closing time) by:

Kathy G. Monteiro
Director, Design & Construction
Wake Technical Community College
Building T, Suite 201
4723 Advantage Way
Raleigh, NC 27603
Telephone: (919) 866-5528

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

4. COST OF SUBMISSION AND OWNERSHIP OF SoQ

- A. Wake Technical Community College is not responsible for any costs incurred by Firms in preparing, submitting, or presenting their SoQ.
- B. All SoQs 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 the RFQ.
- B. Tentative schedule objectives for the project are as follow:
- | | |
|-----------------------|----------------|
| 1. Designer Selection | 3 months |
| 2. Project Design | 10 - 12 months |
| 3. Construction | 14 - 18 months |

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 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 AND INTERVIEWS

- A. Following the evaluation team's initial evaluation of the SoQ, Wake Technical Community College may require select Firms to attend an interview. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.
- B. Interview Information:
 - 1. The purpose of the interviews will be to obtain supplementary clarifying information in addition to the written SoQ.
 - 2. Wake Technical Community College will notify those Firms selected for an interview.
 - 3. The interviews will take place at a place and time determined by Wake Technical Community College and are anticipated to be within 30 days after the RFQ closing time.
 - 4. Selected Firm will receive supplemental information regarding the interview process with notification of selection.
 - 5. Each Firm is expected to have in attendance the person(s) from their firm(s) who will be responsible for the execution of this project.
 - 6. Firms are limited to seven in-person attendees for presentations. Additional team members may be online through Microsoft TEAMS, hosted by Wake Tech.

7. 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.
8. Following the interviews, the evaluation team will make a selection based on a tabulation of the evaluation sheets from all of the team members. Results of the evaluation and selections will be presented to the Board of Trustees of Wake Technical Community College for approval.

9. PRE-RFQ MEETING

N/A

10. INQUIRIES

- A. Inquiries for this RFQ are to be submitted on or about 08/28/2026 to provide time to submit an addendum response(s) one week prior to RFQ due date. Please direct your inquiries to the following person via email:

Kathy G. Monteiro
Director, Design & Construction
Wake Technical Community College
kgmonteiro@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 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
 - 2. Civil/Site Engineering (including Landscape Services)
 - 3. Plumbing, Mechanical, Electrical Engineering, and Fire Protection
 - 4. Structural Engineering
 - 5. IT/AV
 - 6. Card Access, Security Cameras
 - 7. Acoustical Consultant
 - 8. Miscellaneous 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. Client Satisfaction, client recommendations, etc.
- C. Project management systems, services, and deliverables quality management systems (scope, time, cost, quality, etc.)
- D. Green Globes Design experience.

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 Small Business Enterprise (SBE) firms; and how the design will promote SBE participation during the construction process.
- G. Describe the project close-out and completion effectiveness.

END OF SECTION

1. PROJECT DESCRIPTION

- A. Renovations to Building L Student Services - 105,669 sf 3-story building housing general student services, advising, classrooms, culinary training, student lounge w/ food services, and other ancillary spaces. Renovations in other buildings as funding allows. The scope of work will include mechanical, electrical, plumbing, and structural infrastructure upgrades as well as upgrades to interior and exterior finishes and building envelope. The instructional/functional programs will not significantly change; however, alterations may be made to accommodate current or anticipated program needs.

2. PROJECT BUDGET

- A. The total construction estimate for this project is \$39,500,000.

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 the Construction Manager at Risk (CM@R) process.

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 the following special consultants under direct contract with the College.
 - 1. Special Inspections
 - 2. Surveying
 - 3. Construction Materials Testing
 - 4. Geotechnical
 - 5. Commissioning
 - 6. Structural Peer Review
 - 7. Other Specialty Services as needed

7. OTHER AVAILABLE PROJECT INFORMATION

- A. The following additional information, which may be relevant to the consulting services, is appended to this Section for information purposes:

1. The project will be designed and built to meet, at minimum, Green Globe (one globe) standard; however, higher levels of achievement are encouraged.

END OF SECTION

NAME OF RFQ/PROJECT: Southern Wake Campus Renovations

EVALUATION CRITERIA

Item Description	Score	Max. Points
1) Corporate Profile (suitability of corporate profile for project needs): 2%		
2) Proposed Prime Consultant and Sub-consultant Team: 38%		
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) Architect		
2) Civil Engineering		
3) Landscape Design		
4) Plumbing, Mechanical, Electrical Engineering, and Fire Protection		
5) Structural Engineering		
6) IT/AV Consultants		
7) Card Access and Security Cameras		
8) Miscellaneous Consultant		
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.		
3) Experience and Past Performance Record: 30%		
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.)		
e) Green Globes Design experience		
4) Proposed Work Methodologies: 30%		
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 Small Business Enterprise (SBE) firms		
g) Project Close-out and Completion effectiveness		

Total Score (All scores are dependent upon completeness and applicability of information within the SoQ.)		100
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Firms may optionally provide a Standard Form 330

<https://ncadmin.nc.gov/document/sf254-word>

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>