



HARNETT COUNTY SCHOOLS  
LILLINGTON, NC 27546

**REQUEST FOR QUALIFICATIONS**  
FOR SITE ASSESSMENT SERVICES  
CTE High School  
**RFQ-2025-18**

QUALIFICATION PROPOSALS DUE **January 7, 2026**, 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 soliciting Statements of Qualifications (SOQs) from qualified Site Assessment firms to provide Site Assessment Services for a new CTE High School facility. HCS intends to use the Construction Manager at Risk (CMAR) delivery method. This solicitation is for Site Assessment-only services; the selected firm will not participate in the construction execution plan.

This solicitation is being conducted in accordance with the Mini-Brooks Act (N.C.G.S. §143-64.31), which requires that contracting for architectural, engineering, and other professional design services be based on demonstrated competence and qualification without regard to fee.

## **Project Description**

Harnett County Schools plans to design and construct a new CTE High School in Harnett County (**Location TBD**). The new facility will accommodate approximately 500 students and will include classrooms, administrative offices, media center, cafeteria, gymnasium, athletic fields, and associated site work.

The project must be designed in accordance with applicable North Carolina Department of Public Instruction (DPI) guidelines, North Carolina Building Code, and all other applicable federal, state, and local requirements.

## **Scope of Services**

The selected Site Assessment Consultant will provide comprehensive site assessment services to support the planning, design, and construction of the new CTE High School facility. These services shall include, but are not limited to, the following:

- Perform detailed boundary and topographic surveys of the proposed site, including property lines, easements, right-of-way, existing features, and elevation data necessary for design development.
- Conduct Phase I Environmental Site Assessments (ESA) in accordance with ASTM standards. If recommended, perform Phase II assessments including soil and groundwater sampling and analysis to identify any potential environmental concerns.
- Analyze existing and proposed stormwater drainage conditions, including watershed delineation, runoff calculations, preliminary design recommendations, and regulatory compliance guidance related to stormwater permitting.
- Identify, locate, and map all existing public and private utilities on or near the site. Coordinate with applicable utility providers to verify capacity, connection points, and service availability for water, sewer, electric, gas, and telecommunications.
- Perform traffic engineering studies, including current and projected traffic volumes, intersection analysis, queue length modeling, and recommendations for improvements to support safe and efficient site access and circulation.
- Conduct geotechnical borings and soil testing to determine subsurface conditions. Provide a comprehensive geotechnical report outlining soil classifications, groundwater conditions, bearing capacity, and recommendations for foundations, pavements, and other site features.
- The selected site assessment consultant shall coordinate closely with the Owner's selected Design Consultant and Construction Manager at Risk (CMAR) throughout all

phases of the assessment process. Collaboration shall include, but is not limited to, data sharing, participation in design and planning meetings, aligning site evaluations with design intent, and providing timely input to support cost estimating, value engineering, and construction logistics.

Additional services may be required as necessary to meet the permitting and design needs of the project. The consultant will work in close coordination with the Owner and the full project team to ensure timely and accurate delivery of all required assessment data.

### RFQ Response Timeline

RFQ Response Timeline	
Issue RFQ	December 15, 2025
Deadline for Questions	December 29, 2025 by 2:00 PM
Addenda Answering Questions	December 30, 2025
Deadline for Qualification Submission	January 7, 2026 by 2:00 PM
Review of Proposals and Create Shortlist	January 8, 2026
Evaluates of Select Qualified Firms	January 9, 2026
Approval of firms and Begins Negotiations	January 2026 (TBD)

## I. QUALIFICATIONS

### Relevant Experience

- Minimum experience of five (5) years in the successful study, design, permitting, construction documentation, bidding, and construction oversight of school buildings and any other applicable project type of a similar size, scale, and scope as the proposed project outlined in this RFQ.
- Extensive experience with Town, County, and State permitting processes, requirements, and timelines.

### Knowledge of Relevant Codes

- Knowledge of, and experience in, the legal and administrative requirements, procedures, and practices related to the study, design, funding, permitting, and construction of public facilities, including all state and local codes, ordinances, statutes, and regulations.

### Professional Registration

- Possession of all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under North Carolina law to perform the services as outlined in the previous sections of this RFQ

Resumes and statements of qualifications for supplemental service consultants are not required as part of this proposal, however, providing a list of firms the Consultant would engage to perform supplemental services is recommended. Harnett County Schools reserves the right to reject any firm listed or proposed to be engaged with during the project.

Statement of Qualifications will be evaluated based on the collective experience and qualifications of the Consultant and their subconsultants. Submitting a project team composition that differs from the suggested list above will not be considered grounds for disqualification. Harnett County Schools is relying on the Consultant's knowledge and expertise to assemble an experienced and effective consultant team to execute the scope of work and deliver the project to a high quality.

## **II. FORMAT REQUIREMENTS**

Succinct Statements are advised. The following information must be included in all applications. Information should be grouped into three sections, in the order listed below:

### **Section 1: Project Understanding (5 Pages Maximum)**

Provide a narrative describing the proposed project and any necessary or pertinent background information. Discuss the Consultant's understanding of the project and approach to the successful completion of the scope of services outlined in this RFQ and provide a proposed work schedule to accomplish all tasks. If applicable, identify the staff roles that would be assigned to each major task, including subconsultants.

As necessary, please include any photographs, renderings, sample projects, or other visual images that will clarify your approach or provide contextual background. Provide captions as needed to demonstrate applicability to this project.

### **Section 2: Qualifications and Experience**

This section should include the following information:

- a. Description of the Consultant, including a statement of the Consultant's qualifications for providing the scope of services. This project requires successful prior experience in stakeholder engagement, public or private school design, universally accessible/inclusive design, construction methods and detailing, construction observation, and knowledge of local codes, ordinances, and permitting requirements.
- b. Current one-page resumes for each team member, including qualifications and experience, length of time and role with the company.
- c. Five to ten images of relevant past projects. Images should be clearly labeled. A brief narrative describing each project must include: project title, date completed, consultant role in the project, location and size, cost, and client contact information.
- d. Qualifications/experience of each intended sub-consultant or sub-contractor.

### **Section 3: Firm Availability and References**

This section should include the following information:

- a. List of current ongoing projects. Include: Project start date; expected completion date, total project cost, your ability to devote staff resources to complete this project.
- b. Three professional project references, with complete business address, phone numbers, and email addresses.

**"All sections combined, Submissions must not exceed 25 pages, excluding the cover letter."**

### III. SELECTION PROCESS

Responsive submittals will be reviewed and screened by the Harnett County Schools Evaluation Committee. Statements will be evaluated according to the criteria listed below. If deemed necessary by the Evaluation Team, Consultants submitting the highest rated proposals may be invited for interviews. However, Harnett County Schools reserves the right to award the contract without performing formal interviews.

#### Evaluation Criteria

All submittals will be evaluated using the following scoring criteria. The scoring system is intended to assist Harnett County Schools in organizing and ranking the Statements received for consideration. However, Harnett County Schools is under no obligation to select the highest-ranking proposal or any other proposal not deemed to be, in the opinion of Harnett County Schools, the most advantageous to successfully completing the project.

#### 1. Project Approach (40 points)

Statements will be scored based on the Consultants' ability to demonstrate an understanding of the project goals, complexities, opportunities, challenges, constraints, and schedule. Successful proposals will outline an approach that responds directly to these project factors and provides a high likelihood of project success.

#### 2. Qualifications, Experience, and Performance History (35 points)

Statements will be scored based on the relevant experience, background, and project history. Successful proposals will demonstrate a breadth of experience in designing public school construction projects.

#### 3. Availability and References (25 points)

Statements will be scored based on the availability of firm to meet proposed schedule and references of the individual or team members, including subconsultants.

#### Submission Deadlines & Delivery

Responses must be received no later than:  
**2:00 PM (EST) on Wednesday, January 7, 2026**

Submit via:

Email Garland McDowell to: [gmcowell@harnett.k12.nc.us](mailto:gmcowell@harnett.k12.nc.us)

OR hard copy (1 original + 2 copies) including **one digital copy** on a labeled flash drive to:

Garland McDowell  
Director of Purchasing  
**RFQ-2025-18 Site Assessment Services CTE High School**  
Harnett County Schools  
125 Alexander Dr.  
Lillington, NC 27546

Late submissions will not be considered.

## **Award**

Harnett County Schools may decide to accept a Statement of Qualifications, or it may decide to reject all Statements. Once a proposal is accepted, contract negotiation will commence. This RFQ and the Consultant's response to it, in the form of their entire Statement, will become part of the Contract. If a real or apparent conflict should arise between this RFQ and the Consultant's proposal and other language contained in the final Contract, the language of the final Contract shall govern.

## **IV. GENERAL TERMS AND CONDITIONS**

### **A. ADDENDA/CHANGES**

Any additions, deletions, modifications or changes made to this RFQ shall be processed through the Harnett County Schools Purchasing Department. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

### **B. QUESTIONS**

Questions concerning this RFQ should be directed to:

Harnett County Schools  
Attn: Garland McDowell, Director of Purchasing  
125 Alexander Dr. (physical)  
Lillington, NC 27546  
Telephone (910) 893-7557  
E-mail: [gmcowell@harnett.k12.nc.us](mailto:gmcowell@harnett.k12.nc.us)  
Subject Line: **RFQ-2025-18 Site Assessment Services CTE High School**

**All questions pertaining to this RFQ must be submitted in writing no later than December 29, 2025.**

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that HCS feels are pertinent to all proposers will be posted on HCS's website as an addendum to the RFQ. E-mail messages will be treated as written questions.

### **C. RESERVED RIGHTS**

All qualifications responses, inquiries or correspondence relating to this RFQ will become the property of Harnett County Schools when received and will not be returned.

Harnett County Schools reserves the right to reject any and all responses, or any portions thereof, or select responses, which, in its opinion, are in the best interest of the School District.

Harnett County Schools reserves the right to waive any informalities and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the School District. This solicitation in no way obligates the School District to award a contract.

**D. PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction will not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3), and §132-1.2. However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled “Confidential” in the top right corner.**

**E. MINORITY BUSINESSES**

The Harnett County Schools encourages all businesses, including DBE, minority, women-owned, and veteran-owned businesses to respond to all Request for Qualifications.

**F. AWARD/CONTRACT TIME**

HCS wishes to enter into an agreement with one firm, which will be responsible for the work, associated with this RFQ.

**A notice of contract award is anticipated, TBD.** The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful firm for each specified task.

**The Project completion date is TBD.**

**G. CONTRACT DOCUMENT**

The successful firms will be required to enter into a design/engineering services agreement.

**H. SUBCONSULTANTS**

If any subconsultants will be used for the various projects, the successful firm shall provide to the Director of Purchasing with a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant.

The successful firm shall not substitute other subconsultants without the written consent of HCS.

The successful firm shall be responsible for all services performed by a sub-engineer as though the successful firm had performed them. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time HCS determines that any sub-engineer is incompetent or undesirable, HCS shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and the Harnett County Schools.

It shall be the successful firm's responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

**I. INSURANCE**

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and HCS, to include professional liability (E&O), automobile liability and workers compensation, from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be subject to review and approval by HCS. It is intended to fully protect HCS, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the Harnett County Schools as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Harnett County Schools Purchasing Director of Purchasing and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

The Harnett County Schools will require at least \$1 million per occurrence and \$3 million aggregate in General Liability Coverage, and the statutory Employer Liability of \$1 million for Workers Compensation. HCS may also require other insurance as it deems necessary. The Insurance provided will be with a company, which is licensed to do business in the State of North Carolina.

**J. CONFLICT OF INTEREST**

By submission of a response, the Respondent agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire an interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Harnett County Schools.

**K. E-VERIFY**

Respondent is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering the Contract and at all times during the performance of this Contract. All subcontractors utilized by Respondent are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering this Contract and at all times during the performance of this Contract. Respondent shall take necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by this Contract.

## **V. CONTACT POLICY**

After the date and time established for receipt of proposals by HCS, any contact initiated by any firm with any County representatives, other than Garland McDowell, Harnett County School Director of Purchasing, listed herein, concerning this RFQ is prohibited. Any such unauthorized contact may cause the disqualification of the firm from this qualification process



## CERTIFICATION REGARDING CONFLICT OF INTEREST

The Submitter is required to certify that the performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

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All Vendors should be aware of the Harnett County Schools' Code of Ethics, which prohibits Harnett County Schools Employees and Board Members from having certain relationships with persons or entities conducting (or proposing to conduct) business with Harnett County Schools and which prohibits the acceptance of gifts from Vendors. If the Vendor has an actual or potential conflict, the Vendor shall disclose any Conflict of Interest that may exist.

Conflicts of Interest (Potential or actual) will be evaluated by Harnett County School's General Counsel to determine the proper course of action. Failure to comply with the provisions established above may render the vendor ineligible to participate in Harnett County Schools' procurement process.

The submitter hereby discloses no conflicts of interest.

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBMITTER/COMPANY NAME: \_\_\_\_\_

**OR**

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The Submitter hereby discloses the following circumstances that could give rise to a conflict of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations. (Attach additional sheets as needed.)

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**PROPOSALS MAY BE SUBJECT TO REJECTION UNLESS SUMMITTED ON THIS FORM**



**PROPOSER STATEMENT OF NON-COLLUSION**

**BY SUBMISSION OF THIS PROPOSAL, PROPOSER AND EACH PERSON SIGNING ON BEHALF OF PROPOSER CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:**

- (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other Proposer or competitor, for the purposes of restricting competition or as to any matter relating to price.
- (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by Proposer and will not be disclosed by Proposer directly or indirectly to any other Proposer or competitor before proposals are opened.
- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a bid on any portion of the Project work.

**IF, FOR ANY REASON, PROPOSER CANNOT CERTIFY AS SET FORTH ABOVE, PROPOSER SHALL SO STATE AND SET FORTH THE REASONS IN DETAIL BELOW:**

Subscribed to under penalty of perjury under the laws of the state of North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ as the act and deed of said corporation or partnership.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_



**CERTIFICATION REGARDING CONFLICT OF INTEREST CONTINUED**

Name of the Individual/Company to which potential conflict of interest might apply:

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Nature of potential conflict of interest:

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Proposed Remedy:

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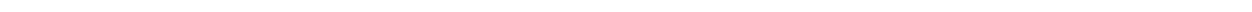
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DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBMITTER/COMPANY NAME: \_\_\_\_\_



**PROPOSALS MAY BE SUBJECT TO REJECTION UNLESS SUBMITTED ON THIS FORM**



## REFERENCES

Vendors shall provide at least three references, for similar size and scope projects, for which comparable services and supplies have been provided.



Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email	

Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email	

Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email	

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**PROPOSALS MAY BE SUBJECT TO REJECTIONS UNLESS SUBMITTED ON THIS FORM**