



HARNETT COUNTY SCHOOLS
LILLINGTON, NC 27546

REQUEST FOR QUALIFICATIONS
FOR DESIGN SERVICES
CTE High School
RFQ-2025-012

QUALIFICATION PROPOSALS DUE August 28, 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 soliciting Statements of Qualifications (SOQs) from qualified architectural and/or engineering firms to provide Design Consultant Services for a new high school facility. HCS intends to use the Construction Manager at Risk (CMAR) delivery method. This solicitation is for design-only services; the selected firm will not participate in construction execution.

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 Design Consultant will provide full professional services for the design of the new high school, including but not limited to:

- Pre-Design & Programming Phase
 - Participate in stakeholder engagement and educational programming development.
 - Conduct site evaluations and feasibility analysis.
 - Coordinate with DPI and local officials on regulatory requirements.
- Schematic Design Phase
 - Develop preliminary design concepts, layouts, and system narratives.
 - Coordinate with the CMAR to support budgeting and constructability analysis.
- Design Development Phase
 - Advance the design with detailed floor plans, systems design, and outline specifications.
 - Conduct multidisciplinary coordination (civil, structural, MEP, etc.).
- Construction Document Phase
 - Prepare final, biddable, and permit-ready construction drawings and specifications.
 - Submit to DPI Plant Operations and other required authorities for approval.
- Bidding & GMP Support Phase

- Collaborate with CMAR and Owner during subcontractor bid packaging.
- Respond to RFIs and clarify design intent during GMP development.
- Construction Administration Phase (Limited to Design Oversight)
 - Respond to RFIs, review submittals, attend site visits, and verify compliance with design intent.
 - Participate in punch list walkthroughs and record drawing preparation.

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

RFQ Response Timeline

Issue RFQ	August 5, 2025
Deadline for Questions	August 19, 2025 by 2:00 PM
Addenda Answering Questions	August 22, 2025
Deadline for Qualification Submission	August 28, 2025 by 2:00 PM
Review of Proposals and Create Shortlist	September 2, 2025
Evaluates and Select Qualified Firms	September 4, 2025
Approval of firms and Begins Negotiations	September 2025 (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 (15 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 Thursday, August 28, 2025

Submit via:

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

OR hard copy (1 original + 3 copies) including **one digital copy** on a labeled flash drive to:

Garland McDowell
Director of Purchasing
RFQ-2025-012 Design 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
Subject Line: **RFQ-2025-012 Design Services CTE High School**

All questions pertaining to this RFQ must be submitted in writing no later than August 22, 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. 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.**

D. **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.

E. **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.

F. **CONTRACT DOCUMENT**

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

G. **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.

H. **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.

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.