



Our Vision - Excellence

Yancey County Schools

Kathy Amos, Superintendent

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DESIGN-BUILD REQUEST FOR QUALIFICATIONS

Issued: 7/21/26

RFQ Response Date: 7/29/26*

***All submissions must be physically received by 3 pm**

The Yancey County Schools (YCS) is soliciting qualifications for Design-Build ("DB") firms for the installation of artificial turf athletic fields at the following locations:

- 1) Cane River Middle School: a) Baseball/Softball Field and b) Football Field.
- 2) East Yancey Middle School: a) Baseball/Softball Field and b) Football Field.
- 3) Mountain Heritage High School: a) Baseball Field and b) Softball Field.

YCS's primary purpose in using the DB process is to utilize alternative design and construction services to deliver quality construction in an economical and efficient manner. YCS believes the DB method will provide a greater return on its investment while also delivering a high quality, turn-key project that will enhance the opportunities of the students utilizing the fields.

Design-Builder services will be procured through a qualification-based selection process in accordance with G.S. §§ 143-128.1, 143-64.31, and G.S. 115C-277. The Board encourages proposals by historically underutilized businesses (HUBs) in addition to minority- and woman-owned businesses, pursuant to its policies and as defined in North Carolina law.

YCS shall review the responses and make a short-list of the top three firms and may choose to interview the representatives of those three firms. A DB firm shall be selected based on the best value criteria identified in the RFQ. If YCS cannot adequately negotiate a price with the selected DB firm, YCS may choose another DB firm. YCS reserves the right to reject any or all of the submitted responses.

To be considered, DB firms must submit Qualifications by hand delivery or Post Office delivery **to be received by the Response Date** to:

Ms. Kimberly Bennett, School Finance Officer
Yancey County Schools

100 School Circle
Burnsville, N.C. 28714

For consideration, three (3) hard copies and one digital copy (in PDF format) of the Response to this RFQ as required herein in a sealed package by no later than two o'clock p.m. (2 pm) on the Response Dated listed below labeled: "Athletic Fields Turf Proposal 2026, Yancey County Schools."

Pre-Submission Site Visits & Inquiries: Contact Steve Robinson, Director of Facilities, (828) 284-2356, shrobinson@yanceync.net

1. Project Site Locations

- 1) Cane River Middle School, 1128 Cane River School Road, Burnsville, N.C. 28714
- 2) East Yancey Middle School, 285 George's Fork Road, Burnsville, N.C. 28714
- 3) Mountain Heritage High School, 333 Mountain Heritage HS Road, Burnsville, N.C. 28714

2. Scope of Work

YCS is seeking a qualified and experienced synthetic turf firm to provide design-build services that include: design, permitting and construction services for the removal and disposal of existing grass fields and the proper installation of artificial turf on the fields.

The following may be considered as a minimal list of project requirements and shall not be considered all-inclusive:

A. Properly Evaluate Project

- Perform a scheduled site visit;
- Evaluate subsurface soils to ensure proper design is achieved;
- Review existing conditions, site topography and drainage patterns;
- Evaluate existing storm water management permits, control measures, and conveyance system;
- Understand current and proposed uses of the fields as follows:
 - Cane River Middle School: a) Baseball/Softball Field and b) Football Field.
 - East Yancey Middle School: a) Baseball/Softball Field and b) Football Field.
 - Mountain Heritage High School: a) Baseball Field and b) Softball Field.

B. Utilize Effective Design and Construction Methods

- Use highly trained turf design professionals with a minimum of five years' experience.
- Identify any and all regulatory agencies and permits required for the project.
- Review all grades of turf specifications to allow the staff to make the proper material selection based on type of use, cost and maintainability.
- Design base that meets all the critical elements for long-term surface stability and effective drainage.
- Design and confirm structural foundation for goal posts and other vertical elements.
- Ensure all turf installation is performed according to the manufacturer's directions and in conference with requirements to achieve manufacturer's warranty.
- Perform compaction testing and other measures to avoid fill settlement.
- Effectively utilize time and resources to meet budget and project schedule.
- Certify construction standard and warranty of workmanship.
- Provide for power supply to the game clocks and along the side lines.

C. Anticipated Project Schedule and Budget

Request for Qualification Phase Schedule	Date
RFQ Distribution	July 21, 2026
RFQ Submission Deadline	July 29, 2026
2 nd RFQ Submission (if less than 3)	August 5, 2026
2 nd RFQ Submission Deadline	August 12, 2026
Interviews of Short-list Respondents	TBD
Notice of Intent to Award Contract	TBD

****Anticipated total project budget for all services and contingencies is \$8,325,871. ****

3. Submission Requirements

The instructions below provide guidance and information to help in the preparation and submittal of concise responses to this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format

The qualifications proposal should be no more than 20 pages, ten (10) double-sided sheets, in length, excluding binding, covers, and tabs. Proposals shall be presented in a well-organized and concise manner and bound to allow ease of review. Please provide a cover that depicts the Project Name and Design-Build Firm Name.

Proposal Content

The following items must be addressed in your package:

1. Introductory Letter: Respondents shall submit a clear concise response indicating the following:

- a. Name of the firm;
- b. Project Manager's name (or primary contact) and his/her contact information;
- c. The firm's contact information (i.e., phone, facsimile, email, etc.);
- d. Why YCS should select your firm for this project.

2. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications. **Only include those projects in which the project team members have actively participated or led:**

- a. Provide up to five (5) projects of similar scope for work completed over the past five (5) years. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether the project was completed within scope, budget, and both substantial and final completion schedule requirements.
- b. Provide an additional list of up to two (2) projects of similar nature that are currently in design, permitting, or construction phases. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether any project phases were/are within scope, budget, and schedule requirements.

- c. Provide a brief description of current workload and management intent regarding scope and schedule if selected. YCS anticipates the design work to begin quickly and would require designer availability within a short period of time if awarding this work.

3. Project Approach and Schedule: A summary description of how your firm proposes to approach this project. Include a summary of proposed methodologies, techniques, and procedures for each work item, the type of materials that may be used for the turf, the fill, and the track surface, the proposed warranty period for materials and labor, **and the proposed schedule for completing all work items at all listed locations with separate estimated dates of substantial and final completion at each of the 3 locations.**

4. Project Team(s): Provide an organizational chart of the project team specifying the dedicated project manager, key personnel, licensed contractors, licensed subcontractors and licensed design professionals assigned to the design and construction teams and the availability of backup personnel that will support this project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including subconsultants and subcontractors) in disciplines appropriate to the project, as well as education, availability to work on this project, experience, years of experience (with current firm and other firms). **Do not list firm staff that will not work directly with the project team.**

5. Each design-build contracting firm, or joint venture / combination, shall submit in its response to the RFQ an explanation of its project team selection, consistent with item 4 above, or the following: An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

6. The design-build firm shall certify that each licensed 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.

7. Insurance and Contract Statement: Provide a statement that the firm will provide insurance as follows: The design-build firm shall obtain and maintain in effect during the term of this Agreement, general liability and automobile liability insurance in which the Owner and the design-build firm shall each be named as insured parties, which insurance shall protect the Owner

and the design-build firm from claims in an amount not less than \$1,000,000 for personal injury, including death, to any one person and in an amount not less than \$1,000,000 for any one occurrence, and from claims for property damages in an amount of not less than \$1,000,000 for each occurrence arising from any act or omission of the design-build firm , its agents, employees or subcontractors with a claims aggregate of not less than \$2,000,000. The design-build firm shall obtain and maintain in effect during the term of this Agreement, a policy of workers' compensation liability insurance in which the policy shall protect the Owner and the design-build firm from claims in an amount not less than the statutory amount. The design-build firm shall promptly furnish to the Owner certificates of insurance evidencing such insurance coverage. Insurance required hereunder shall be maintained by insurance companies properly licensed by the Insurance Department of the State of North Carolina and rated A or better by Best Insurance Guide.

8. Identification of Lawsuits and Administrative Claims/Fine: Design-build firms must identify all lawsuits, administrative claims or fine proceedings the design-build firm (including design team) has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.

9. All bidders shall be required to provide Payment and Performance Bonds as required by North Carolina law.

4. Evaluation Method

Evaluation Criteria

All Proposals will be evaluated based on the following criteria:

- a. (50%): Firm (including design team) experience/reputation and capacity to meet project constraints: The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the YCS goals and purposes of this project, specific management approach, approach to managing YCS's budget and time, and the firm's ability to offer the breadth and quality of services required for this project at all listed locations.

- b. (10%): Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this project, including demonstrated understanding of scope of work and deliverables.
- c. (15%): Experience of the personnel assigned to this project team: Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the project, and any subconsultant's individual experience, qualifications and location. The Project Manager's past and/or current experience working on similar projects will be given consideration.
- d. (25%): Schedule: Consideration will be given to the firm's ability to meet schedules at all listed locations and responsiveness to YCS staff. YCS anticipates the design work to begin quickly and would require designer availability within a short period of time of awarding this work.

5. Selection Procedures

YCS will review all RFQ submittals. A selection committee comprised of YCS staff will be convened to review the qualifications packages. YCS reserves the right to reject any and/or all submittals. Respondents that are deemed competitive by YCS may be asked to attend an interview and should make themselves available for a presentation to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation. The selected firm will be notified by YCS and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected firm, YCS will negotiate with another qualified firm(s).

6. Other Considerations

All qualifications packages and materials submitted hereunder become the exclusive property of YCS. YCS reserves the right to reject any or all submittals. This RFQ is neither a contractual offer nor a commitment to purchase services. YCS assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by YCS and may be disclosed to third parties at YCS's discretion.

Complete Services/Products

The design-build firm shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of YCS.

Public Records and Submitted Documents from Consultant

Records received by YCS in response to this RFQ or a request for proposals are public records and subject to public inspection and copying. Some proposal records are public as soon as received by YCS, while others may become public at proposal opening or at design-build firm selection.

The Public Records law (N.C.G.S. 132-1 et seq.) authorizes YCS to withhold from public inspection and copying legitimate and properly marked "trade secrets." If a record meets all the following conditions:

1. It is a "trade secret" as defined in G.S. 66-152(3); and
2. It is the property of a private "person" as defined in G.S. 66-152(2); and
3. It is disclosed or furnished to YCS in connection with a bid or proposal; and
4. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to YCS, then YCS may withhold that trade secret from a public record inspection request.
5. If as part of the design-build firm's bid or proposal, the design-build firm submits to YCS any record, or portion of a record, that the design-build firm considers to be a trade secret meeting the definition contained in G.S. 66-152 (2), the design-build firm shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event YCS receives a public records request for records the design-build firm designates as 'trade secret' YCS will notify the design-build firm and give the design-build firm the opportunity to, within one week of such notification, (1) confirm in writing that the specific record, or portion of record, that the design-build firm designated as TRADE SECRET meets the requirements of G.S. 132-1.2 and G.S. 66-152, and the reasons therefore, and (2) to indemnify YCS in the event a challenge is brought for the withholding of a

record based on the design-build firm having designated it a trade secret. YCS will only withhold the record if both conditions have been fulfilled to YCS's satisfaction.

Minimum Engineering Credentials

Licensure is required for professional Engineers, Architects, Landscape Architects, and other professional services. The Architects and Engineers performing the work must be licensed Architects or Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any design-build firm proposing to use corporate subsidiaries or subconsultants must include a statement that these companies shall be properly licensed in like fashion. It will be the responsibility of the design-build firm to verify license(s) of any corporate subsidiary or sub-consultant prior to contract negotiations.

Responsibility for Costs

The design-build firm shall be fully responsible for all costs incurred in the development and submission of its proposal. Selected design-build firms may be asked to present in person to YCS. All costs of such presentations shall be borne solely by the design-build firm .

Contract Documents

Design-Builder services shall be rendered pursuant to the terms of the Design-Build Institute of America (DBIA) forms 525 and 535, except as otherwise varied and agreed to by the parties. The design-build firm will be responsible for providing performance and payment bonds in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes as part of any contractual agreement. Design-build firms shall have the ability to be bonded for the cost of the Project. No bid bond is required. Performance and payment bonds are required.

Conflict of Interest Statement

By submission of a response, the design-build firm 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 any interest, either direct or indirect, that would conflict in any manner or degree with the performance of design-build firm's services, and (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 YCS. Design-build firms shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that YCS, in consultation with legal counsel, may reject their proposal.

Changes in Personnel

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the design-build firm requests to make a change to any personnel listed within the design-build firm's submitted proposal, the request to YCS must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. YCS will consider the request and may or may not accept the new personnel changes. If YCS denies the design-build firm's request for a change in personnel, the design-build firm will be required to confirm in writing that the personnel submitted within design-build firm 's original qualifications package will perform the work, or YCS will no longer consider the design-build firm as the best qualified firm and may enter into contract negotiations with the next most qualified design-build firm. The design-build firm shall obtain written approval from YCS prior to changing key personnel after the contract has been awarded.

Submission Deadline: July 29, 2026

Sealed proposals must be physically received by 3 pm.

Submit Bid To: Ms. Kimberly Bennett, School Finance Officer
Yancey County Schools
100 School Circle
Burnsville, N.C. 28714

Contact Steve Robinson, Director of Maintenance, with any questions: (828) 284-2356, shrobinson@yanceync.net.