



Caldwell County Schools

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**Andy Puhl, Assistant Superintendent
Auxiliary Services**

April 29, 2025

REQUEST FOR QUALIFICATIONS

Design/Build Services

Caldwell County Schools

Renovation of Auditorium Floor – Granite Falls Middle School

The Caldwell County Board of Education is seeking qualifications from qualified Design/Construction Firms for the renovation of the auditorium floor at Granite Falls Middle School.

The project is being funded with local capital dollars and has a budget of approximately \$300,000. This budget is inclusive of engineering fees, design fees, materials, and construction costs associated with the repair or replacement of the flooring sub-structure and/or flooring. The project design is anticipated to start during the spring of 2025. The owner will work with the selected Firm in developing the project timeline with an emphasis of completing the project prior to the start of the 2025/2026 school year. The Firm will be evaluated and selected through a qualifications-based selection process.

To ensure receipt of any addenda to this RFQ, please register as an interested firm by contacting Andy Puhl, apuhl@caldwellschools.com. The Caldwell County Board of Education is not responsible for providing updated information/changes to firms not registered.

SELECTION CRITERIA and FORMAT OF RESPONSE TO THIS RFQ:

A selection committee will review the submitted responses to this RFQ and use the criteria outlined below to evaluate the firms. The selection committee may select firms for follow-up interviews. The percentages indicated below represent the weight each section will carry in the overall analysis of the respective firms. The selection committee will rank the firms. Negotiations will begin based on those rankings.

Please limit the proposals to twenty-four (24) pages one-sided/twelve (12) pages front and back.

Format of Proposal

A. Opening Page (5%)

Briefly introduce your firm and indicate why you have an interest in this project. Include name, address, year established, type of ownership, and size of the company and staff. If the company has multiple offices, please list where the work on this project will be performed. Describe the firm's proximity to and familiarity with the area where the project will be located.

B. Past Experience (35%)

1. List all projects underway or completed in the last five (5) years that involved either public or private K-12 schools.
2. Include a summary of at least five (5) similar projects for which the company was responsible. Each of the project summaries should include:
 - a. Description of the facility, including size, functions housed, year of completion and cost
 - b. Degree of involvement (principals or consultants)
 - c. Consulting firms involved and their assigned responsibilities
 - d. Project references including names, addresses and phone number of contacts.
3. Provide information regarding the company's experience in the Caldwell County area as a primary engineer on a project team in projects similar in delivery method, scope, and size.
4. List any pending or settled lawsuits or professional liability claims in which the designer &/or company were involved during the past five (5) years.

C. Design Approach (20%)

Describe the firm's proposed engineering design approach and project delivery method for this project.

D. Proposed Staff and Familiarity with the Area (35%)

1. Provide information about the overall composition of the project team, including: the identity of key personnel, a description of their respective responsibilities and duties, and information on the experience of each team member with school engineering projects, particularly in the project area.
2. Provide resumes and experience of all proposed team members.

3. Provide information showing proximity to Caldwell County Schools and your knowledge of working in the greater Caldwell area by both your proposed staff and by upper management personnel of your company.
4. Provide details on any consultants to be included on the team. Identify consultant, company name, address, telephone number, contact person, and names and job descriptions of key personnel. Describe consultants experience with school engineering, design and construction.
5. Availability to begin and complete the project quickly.

E. Closing Page (5%)

At the end of your submission, include any additional information the firm believes to be relevant to the selection efforts of the Selection Committee, and provide a statement indicating that all the information provided in the proposal is accurate to the best of your knowledge and belief. This document shall be signed and dated by a Principal of the organization.

If interested, please submit your Statement of Qualifications meeting the requirements defined in this RFQ to Andy Puhl, Assistant Superintendent, at apuhl@caldwellschools.com. Please provide an electronic copy of your proposal, along with one (1) original and two (2) copies, **no later than 3:00 pm on Friday May 16, 2025** to the address below:

Caldwell County Board of Education
c/o Andy Puhl
Qualifications for Design/Build Services
1914 Hickory Blvd.
Lenoir, NC 28645

General Comments: This RFQ does not obligate Caldwell County Schools to pay any cost incurred by respondents in the preparation and submission of a response. Furthermore, a response to the RFQ does not obligate Caldwell County Schools to accept or contract for any expressed or implied services. Caldwell County Schools is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability. Any costs incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility. All responses, inquiries, or correspondence related to this RFQ will become the property of the school district. Caldwell County Schools reserves the right to refuse any and all packages received.

Questions regarding this RFQ and submittal of proposals should be directed to Andy Puhl, Assistant Superintendent, via email. Questions must be received 48 hours prior to the due date and time of the electronic copy.