

# Sandhills Community College (SCC)

## Request for Qualifications RFQ

To Provide Design Services for Sandhills Community College,  
Caddell Public Services Training Center Carthage, NC  
Emergency Services Training Classroom Building

Date of Issue: July 01, 2024

Proposal Due Date: August 5th, 2024

At 2:00 P.M. EDT

Direct all inquiries concerning this RFQ to:

Ken Dowdy

Construction and Safety Director, SCC

Phone: 910-246-2861

Email: [dowdyk@sandhills.edu](mailto:dowdyk@sandhills.edu)

### **I. Purpose:**

The intent of this Request for Qualifications (RFQ) is to obtain the necessary information to identify a qualified design professional firm to develop a design for a new emergency services classroom facility located in Carthage, NC at the Caddell Public Services Training Facility, Sandhills Community College.

Firms submitting proposals must have a proven track record in preparing design plans and specifications for emergency services training projects or demonstrated ability to excel on similar projects. Experience working with NC Community Colleges on successful projects will be considered very helpful.

### **II. Background**

The Larry Caddell Public Services Training Center serves Moore County and the surrounding regional needs for fire and emergency services training. The project budget is \$1,800,000.

Located in Carthage, NC, the center currently has a mobile classroom and separate restroom facility that will be replaced with a more permanent, dedicated space to emergency service education.

## **VI. Submittal Response Requirements:**

1. A Cover Letter identifying the firm, or firms, proposed for a team approach for the project. (Maximum of one page in length.)
2. Qualifications of the firm. (Maximum of 10 pages total length). Submittals must include an overview and brief description of the firm's history. A project organizational chart and description may be included. Key members of the project team should be included in the organizational chart.
3. An explanation of how the firm will accomplish the scope of work including a proposed work timeline that appropriately meets the goals of this project. This narrative should include an explanation of the following:
  - a. An indication of your understanding of the project,
  - b. Descriptions of similar projects that the firm has completed
  - c. Recent experience with successfully coordinating and maintaining project schedules.
4. Identification of the roles and responsibilities of all team members with the firm including:
  - a. Team organization including an identification of the lead consultant and project manager, key personnel that will be working on the project, the role of any proposed consultants, etc.,
  - b. A statement of qualifications for all team members
  - c. The office locations of each team member.

**\*\*Important Information\*\***

All Responses to this request are to be submitted electronically by email to [dowdyk@sandhills.edu](mailto:dowdyk@sandhills.edu)