

**REQUEST FOR QUALIFICATIONS**  
**DESIGN AND CONSTRUCTION MANAGEMENT SERVICES**  
**FOR TENNIS COURT RESURFACING AND/OR REPLACEMENTS**  
**JANUARY 17, 2025**

Johnston County Public Schools is hereby soliciting responses from qualified engineering and architectural teams to provide design and construction management services for tennis court resurfacing and/or replacement projects.

The following criteria will be used to select firms for interview and final selection. Please address the following in your submissions:

**1. Expertise and past performance in School Projects:**

- Indicate any previous project experience working with a government agency, as a design professional, within the past five (5) years. Please include a brief project statement, primary contact, and whether the project was completed within scope, budget, and schedule.
- How many K-12 school construction projects has your firm completed in North Carolina in the last five years with a focus on replacement and/or resurfacing of outdoor tennis courts?
- Of your last five tennis court construction (replacement and/or resurfacing) projects, what were your last budget estimates compared to the actual bid prices for each project?
- What was the number of bid addenda on each of these projects?
- What was the number of change orders and how much was the initial bid increased for these projects?
- Describe your process and experience in determining life cycle and recommending selection of building components and systems.
- Have you had any legal issues or major technical issues on any of your projects (Yes/No)? If yes, please include an explanation.
- Has your firm been involved in any litigation arising out of any of your projects in the last five years (Yes/No)? If yes, please include an explanation.

**2. Staffing and proposed design team for the project:**

- Provide the number of Engineers and Architects in your firm and list your proposed consultants as well, if needed.
- Provide an organization chart of your proposed design team specifying the Project Manager, Key Personnel, and Sub-Consultants assigned to the team and availability of backup personnel that will support work on any issued project. Include resumes with a brief summary identifying roles, responsibilities, and general qualifications (i.e. professional certifications, licenses) of each team member (including sub-consultants) as well as education, years of experience (with current firm and other firms), and direct experience with K-12 school construction projects, in particular tennis court resurfacing and tennis court replacement in North Carolina.
- Provide a brief description of your firm’s process of developing a successful design.
- Provide a detailed description of how your firm proposes to approach each project. Include sufficient discussion of proposed methodologies, techniques, and procedures to assist Johnston County Public Schools with any architectural needs that may arise.
- Provide an explanation on how your firm determines project schedule and what methods your firm uses to ensure the schedule is met.
- What is your current workload?
- What is the average percentage of MBE participation for sub-consultants on your last five K-12 school construction projects over \$500,000?
- Include any Letters of Recommendation that you desire.

**3. Proximity to, and familiarity with the area where the project will be located :**

- Where is your closest office to Smithfield, North Carolina that will service this project?
- Are you familiar with Johnston County building codes and ordinances (Yes/No)?

**4. Sustainability in design:**

- Describe your design strategy to achieve longevity and sustainable design features.
- Describe your design strategy for product features to promote product durability.
- List any awards, recognitions or professional acknowledgements you’ve received for sustainable design.

**5. Construction Administration Phase:**

- Describe your firm’s Construction Administration capabilities.
- Does your firm provide Construction Administration services? If yes, please provide and describe five examples or a portfolio of related successful projects.
- Describe how your firm seeks value engineering input from the successful bidder.
- Describe how your firm supervises and inspects the work on a project to ensure quality workmanship and conformity to the contract documents and original schedule.

- Describe how your firm works with lump sum low bid contractors to develop a smooth and effective working relationship to ensure a quality project on time and within budget.
- What processes and/or procedures do you use to keep the Owner informed as to the status of the project? Attach any examples of forms that you use to illustrate the procedures.
- What processes and/or procedures do you use to assist in soliciting participation of HUB contractors on projects.
- Describe, using past examples, how diligent your firm is at ensuring punch list items are completed in a timely manner.
- Describe how diligent your firm is at ensuring red line changes are documented and the Owner is provided an accurate drawing file of the final as-built construction.
- How do you assist the Owner in obtaining corrective measures as necessary during the warranty period?

**6. Miscellaneous:**

- Describe any specialized or appropriate expertise in this type of project.
- Provide a list of all K-12 school construction projects over \$500,000 completed in the last five (5) years or currently active in North Carolina, including a contact person for the local school system.
- Historically underutilized firms are encouraged to participate and identify their certification.

**7. Important Information:**

- **Qualifications will be received by 3:30 pm on Thursday, January 27, 2025 in person or by FedEx or USP by providing three (3) paper copies AND a digital copy of your response at 2320 US 70 Business East, Smithfield, NC 27577 Package should indicate RFQ No. 200-TENNIS-01272025-CR.**

**\*\*\* USPS mail is automatically routed to our PO Box which creates issues for large packages, please do NOT use this method to send proposals.\*\*\***

**Note:** Qualification Package cannot be combined to respond to other RFQ's. Johnston County Public Schools reserves the right to select any or no proposals. All proposals become the property of the district and will not be returned.

- Complete responses to each item in categories 1-6 is required.
- Upon receipt of proposals, firms will be evaluated in detail and may be selected to interview with the selection committee. Following selection, contract terms, conditions, and fees will be negotiated with the selected firm. In the event contract negotiations are unsuccessful with the selected firm, the selection committee will select another firm to begin negotiations with.

- Any questions regarding this RFQ shall be submitted directly to the Purchasing Department by 5:00pm on January 22nd by email to [purchasing@johnston.k12.nc.us](mailto:purchasing@johnston.k12.nc.us), subject line must reference RFQ No. 200-TENNIS-01272025-CR. A copy of the question and written response will be sent to all firms interested in the project.

**\*Please limit proposals to 50 pages\***, that is “single” sided 50 page limit. The cover/back page, nor tab pages count towards the 50 page limit.