



**BURKE COUNTY**  
Public Schools

Ignite Learning for a Brighter Future

REQUEST FOR QUALIFICATIONS  
RFQ # 20250806

REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK SERVICES  
A NEW EASTERN ELEMENTARY SCHOOL

**ISSUE DATE: August 6, 2025**

ISSUING DEPARTMENT:  
BURKE COUNTY PUBLIC SCHOOLS  
Dr. Bob Acord, Director of Auxiliary Services  
Ph. 828-433-1424

**RESPONSES WILL BE RECEIVED UNTIL  
September 5, 2025 at 4:00 p.m.**

RESPONSES ARE TO BE EMAILED TO [wacord@burke.k12.nc.us](mailto:wacord@burke.k12.nc.us)  
OR

MAILED VIA USPS TO THE ADDRESS ON PAGE 2 OR DELIVERED TO:  
BURKE COUNTY PUBLIC SCHOOLS

Attn: Dr. Bob Acord  
700 East Parker Road  
Morganton, NC 28680



# BURKE COUNTY Public Schools

Ignite Learning for a Brighter Future

## BURKE COUNTY PUBLIC SCHOOLS NORTH CAROLINA

RFQ No. 20250806

August 6, 2025

### REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR A NEW EASTERN ELEMENTARY SCHOOL

Pursuant to General Statutes of North Carolina, Section 143-64.31 as amended, responses to Request for Qualifications subject to the conditions and specifications herein are invited for furnishing construction manager at risk services. **Responses to this Request for Qualifications will be received by Burke County Public Schools until 4:00 p.m. local time September 5, 2025.**

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#### SUBMISSION INSTRUCTIONS

1. **Respondents shall submit a complete, fully executed RFQ document.**
2. **Submissions may be sent by any one of the following methods:**
  - a. Electronic submission, via email sent to [wacord@burke.k12.nc.us](mailto:wacord@burke.k12.nc.us) (preferred).
  - b. Via US Mail, addressed as follows:

BURKE COUNTY PUBLIC SCHOOLS  
ATTN: DR. BOB ACORD  
P.O. Drawer 989  
Morganton, NC 28680  
RFQ NO 20250806721

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- c. By overnight delivery, send to the following address:

Burke County Public Schools  
ATTN: Dr. Bob Acord, RFQ NO 20250806  
700 East Parker Road  
Morganton, NC 28680

**NOTE: REGARDLESS OF DELIVERY METHOD, RESPONSES RECEIVED AFTER THE DEADLINE FOR RESPONSES TO REQUEST FOR QUALIFICATIONS WILL NOT BE CONSIDERED.**

## **INTRODUCTION**

Burke County Public Schools invites all qualified and interested construction management firms to submit proposals to perform consultation, preconstruction/planning, collaborative design, and construction management services for the construction of a new Eastern Elementary School building. The purpose of this Request is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

## **ABOUT US**

At Burke County Public Schools, we believe all students have a bright future and will make positive contributions to the community throughout their career journeys. While each student's path is unique, it is our responsibility to equip them with the educational tools they need to make their dreams come true. The Burke County Public Schools' All-in Promise is our commitment to all students to continuously improve school experiences by putting people first, offering Academic Opportunities For All, supporting All-around Well-being and All Schools Connected to the Community.

## **SCOPE OF WORK**

The scope of work is to plan and design a new Eastern Elementary School and associated facilities on property owned by the Board of Education on and adjacent to the current Hildebran Elementary School campus, located at 703 US Highway 70 West, Hildebran, NC 28637. The CM will hold all the contracts after assignment by the Board and thus undertake the schedule risk, have greater control of the finances/allowances once awarded, issue the checks/administer pay requests and will provide contract enforcement administration.

## **BUILDING**

The initial basis for design is expected to be NCDPI Prototype #ES 600-2530, design by McMillan Pazdan Smith Architecture, by Hamilton Cort, AIA. The project will include 40 classrooms, an auditorium and competition/spectator gymnasium totaling an estimated 103,000sf. The project is to be funded through a combination of Needs-Based School Construction Grant funds (which has been awarded to Burke County Public Schools) and applicable local matching funds, in the approximate amount of \$55 million (total project budget including all soft and hard costs).

## **CA SERVICES**

By contract with the Burke County Board of Education and the County of Burke, the selected firm will provide services customary to the Construction Manager at Risk delivery method, with a corresponding division of work between the architect and construction manager:

### **PRE-CONSTRUCTION PHASE CA SERVICES**

- Administration
  - The construction manager (CM) shall attend and participate in all design phase team meetings as requested by the District or their Architect. The CM shall prepare site logistics, utilization and phasing plans for review by the Owner and their Architect/Engineers.
- Estimating
  - The CM shall provide the following estimates:

- Concept Estimate
- Schematic Design
- 100% Design Development Documents
- 50% Construction Documents
- 90% Construction Documents
- ☐ Scheduling
  - Develop a detailed master project schedule (with the District and their Architect) upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: design (obtained from Architect), bidding, Board approval of the contracts and all construction activities through closeout of the project.
- **CONSTRUCTION PHASE CA SERVICES**
- ☐ General Administration
  - Maintain a competent and sufficient number of full-time field staff to administer the work of the Project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties.
- ☐ Reporting/Communication
  - On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide with an overall update of the Project's progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other Project information. Architect and Engineers will interface with Architect's project management application - Newforma.
- ☐ Construction Contract Bidding/Procurement
  - As provided by N.C. Gen. Stat. § 143-128.1, establish a prequalification process for approval by the Owner and implementation in the bidding process.
  - Conduct competitive bidding processes for the work in compliance with applicable law for inclusion in one or more Guaranteed Maximum Price contract change orders.
- ☐ Project Accounting
  - On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests, collect waivers from trade contractors and suppliers, and collect certified payroll from trade contractors. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Maintain required insurance and obtain required performance and payment bonds, and/or obtain any required bonds and insurance certificates from all contractors and suppliers.
- ☐ Requests for information and submittals

- Review and forward to the Architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.
- Permits and Inspections
  - Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities. Additionally, the CM shall coordinate all commissioning requirements.
- O&M Manuals/As-Builts
  - Prepare and turn over all O&M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.
- Training/Start-Up
  - Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.
- Warranty
  - Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.
- Self-performed Work
  - Consistent with N.C. Gen. Stat. § 143-128.1(c), indicate the CM's capacity for self-performing work in the event that bidding for any portion of the work does not produce any responsible, responsive bidder for that portion of the work.

There will be meaningful interaction with the Burke County Board of Education, the Superintendent of Schools, and Burke County Government via work sessions, stakeholder engagement, and public presentations.

The selected firm shall indemnify, defend, and hold harmless the County, the School System, and its subsidiaries, divisions, officers, directors, and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments, and awards arising or claimed to have arisen, from any injury caused by or allegedly caused by, any act or omission of the selected firm, or any employee agent or assign.

The selected firm will be required to furnish proof of insurance coverage in the following minimum amounts:

- Professional Liability: \$2,000,000
- Public Liability Combined Limit
  - Bodily Injury: \$1,000,000 each person
  - Bodily Injury: \$1,000,000 each accident
  - Property Damage: \$1,000,000 each accident
- Automobile Liability & Property Damage Combined Limit
  - Bodily Injury: \$1,000,000 each person
  - Bodily Injury: \$1,000,000 each accident
  - Property Damage: \$1,000,000 each accident
- Workers' Compensation: statutory minimum

## **MINIMUM REQUIREMENTS AND QUALIFICATIONS**

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal to their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected.

## **CONTENT OF RESPONSE TO REQUEST FOR QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his or her ability to perform the services being sought by the School System. Failure to provide the required information may result in rejection of the submittal.

1. Introductory Letter: An informative, narrative letter pertinent to your firm's capabilities and services signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture
2. Experience of Firm and References:
  - a. Firm name, address, telephone number, email address, and contact person, NC License number, the state the entity is incorporated in and chiefly located.
  - b. Firm biography, profile, and current workload.
  - c. Listings and detailed descriptions of similar projects successfully completed by the firm during the past five (5) years under a Construction Manger at-risk delivery method. Include:
    - i. Project name, location, School District, and the name and telephone number of a contact person;
    - ii. Name, address, telephone number and email of project architect; and
    - iii. Project description including size in square feet, schedule, and services provided.
  - d. Firm's K-12 Education experience, including but not limited to, Burke County and North Carolina.
  - e. Provide a brief photographic and written overview of similar work in Education Design.
  - f. Any judgments against firm or pending litigation related to professional conduct or services within the last five (5) years.
3. Team Organization, Management, and General Qualifications:
  - a. Multiple firms, joint venture, or any/all subcontractor(s)/consultant(s) teams shall clearly identify roles, responsibilities, and office location of the proposed project personnel.
  - b. Team and project management structure shall be documented and the principal with the prime firm responsible for the contact shall be identified. This information may be provided in an organizational chart, including proposed engineering consultants.

- c. The Respondent shall demonstrate current staff capacity to provide the services requested and credentials and qualifications of the project team members.
4. Project Staffing:  
 The education, training and qualifications of the proposed Project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization. (Please note that each CM may vary the type and amount of staff assigned to the Project. Each CM will have to justify the inclusion or exclusion of staff for the Project. The District must make a selection based on their unique needs and desires)
- a) Project Executive (minimum 15 years' experience in K-12 Projects).
  - b) Project Manager (minimum 5 years' experience in K-12 Projects) and include percentage of time Project Manager will be on site.
  - c) Construction Superintendent (minimum 10 years' experience in K-12 Projects) and include percentage of time Superintendent will be on site.
  - d) Assistant Superintendent (if needed).
  - e) Project Engineer (if needed).
  - f) Administrative Staff.
  - g) Safety Personnel.
  - h) Any other assigned staff.
5. Insurance Requirements: Provide a copy of a certificate of insurance that identifies current levels of insurance in areas of general liability, automobile liability, workers compensation, and professional liability.
6. Proposed Schedule: The proposed time schedule for this project is below. Project must be completed in a timely manner and within a reasonable period. Dates are tentative and are subject to change (except the issue date of RFQ, deadline to submit questions, and the due date of RFQ).
- Issue date of RFQ: August 6, 2025
  - Deadline to submit questions: August 22, 2025 by 4:00 pm
  - Due date of RFQ: September 5, 2025 by 4:00 pm
  - Committee evaluation of RFQ: September 8, 2025 – September 19, 2025
  - Short-List Selections and Interviews: TBD
    - *At the discretion of Burke County Public Schools, interviews of short-listed firms may be conducted between the dates of September 8 and September 19, 2025, at a time and date to be determined. Burke County Public Schools reserves the right to eliminate interviews from the selection process.*
  - Board of Education to either approve construction manager selection: October 6, 2025 or at a specially called meeting prior to.
7. Format: Submittals shall be printed on 8½” x 11” paper, include front and back covers, cover letter, and Table of Contents. Submittal shall be spiral side bound and include reference tabs for key sections. The maximum number of pages should be less than 40 double-sided (80 pages of content).
8. Sample work product:

- Pre-Construction Phase Cost Estimation (**Bound separately and will not count against 80-page count submittal**)
  - Pre-Construction Phase Detailed master schedule- including all phases of the work: design, bidding, board approvals, and all construction activities through the close of the project. (**Bound separately and will not count against 80-page count submittal**)
9. Non-Collusion Affidavit: The Non-Collusion Affidavit attached to this RFQ must be properly executed and submitted.

### **SUBMITTAL INSTRUCTIONS**

Firms/individuals interested in being considered for providing the services specified shall submit a response as specified above. If submitted by hard copy via mail or delivery service, submission should be in the form of one (1) original and three (3) copies of their submittal in addition to one (1) electronic copy of the submittal on a flash drive. Submittals must be received on or before 4:00 p.m. local time on Monday, September 5<sup>th</sup>, 2025. All submittals received after the noted deadline will not be considered and will be returned to the Respondent unopened.

### **INQUIRIES**

All requests for clarifications or additional information must be submitted in writing to Dr. Bob Acord, Burke County Public Schools Director of Auxiliary Services, via electronic mail: [wacord@burke.k12.nc.us](mailto:wacord@burke.k12.nc.us). The School System will record responses to inquiries, if any, and address them in the form of a written addendum that will be posted on the School System's website at [www.burke.k12.nc.us](http://www.burke.k12.nc.us).

### **ADDENDA**

Should revisions to this RFQ become necessary, the School System will post a written addendum on the School System's website at [www.burke.k12.nc.us](http://www.burke.k12.nc.us).

### **SUBMITTAL PREPARATION COSTS**

The School System shall not be liable for any expenses incurred by Respondents in connection with the preparation of a response to this RFQ. Respondents should prepare their submittal providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ. Unnecessarily elaborate brochures, artwork, expensive paper, bindings, visual and presentation materials, beyond that sufficient to present a complete and effective response to this RFQ are not desired.

### **SELECTION PROCESS**

Burke County Public Schools intends to ensure that all technically qualified individuals/firms are provided with the opportunity to be considered for providing professional construction management services to Burke County Public Schools. The individual/firm that is most qualified to conduct this scope of work and meet the needs of Burke County Public School System will be selected.

A committee consisting of representatives of the School System will evaluate the proposals. Preliminary design or work product regarding this project in the response is prohibited. The committee will make a selection based on the firm's level of interest, qualifications, and

expertise. After the selection has been made, the committee will make a recommendation to the Burke County Board of Education.

### **SELECTION CRITERIA**

The committee will use the following criteria to select an individual/firm for further consideration:

1. Completeness of the response to this RFQ.
2. Expertise and qualifications of key professional staff and the firm as a whole in the specific areas of construction management services.
3. Performance history of the firm and its staff members with Burke County and other clients.
4. Availability of resources and current workload of the consultant team proposed for this project to meet project deadline.
5. Proximity to and familiarity with Burke County Public Schools.

Recommendation by the selection committee is based on the combination of the proposer's response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project and, as applicable, the interview process.

The most qualified firm will be notified, and the County and School System will commence negotiations with said firm to develop a fee proposal. If the County and School System and firm cannot reach an agreement, negotiations will terminate, and the County and School System will commence fee negotiations with the next most qualified firm. The finalized agreement entered into with the selected firm shall be with the County and School System jointly as Owner.

### **GENERAL COMMENTS**

All qualifications responses, inquiries or correspondence relating to this RFQ will become the property of Burke County Public Schools when received and will not be returned.

Burke County Public Schools reserves the right to reject any and all responses, or any portions thereof, or select responses, which, in its opinion, are in the best interest of the School System.

Burke County Public Schools reserves the right to waive any informalities and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the School System. This solicitation in no way obligates the School System to award a contract.

Respondents are requested to refrain from contact with the committee members, school system employees, or county employees regarding this solicitation, with the exception of written communication described in this RFQ.

Burke County Public Schools reserves the right to approve all personnel working on Burke County Public Schools projects. Key professional staff may not be removed, reassigned, or replaced without prior approval from Burke County Public Schools. Burke County Public Schools encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification package.

E-VERIFY: Respondent is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering the Contract and at all times during the performance of this Contract. All subcontractors utilized by Respondent are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering this Contract and at all times during the performance of this Contract. Respondent shall take necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by this Contract.

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions.

By submitting a proposal, Respondents acknowledge that the School System reserves the right to reconsider any submittal at any phase of this procurement process.

Submittals will be received by Burke County Public Schools at the time and place designated in this document. At that point, Burke County Public Schools will close the receipt of submittals and begin the evaluation process.

Neither Burke County nor Burke County Public Schools will be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Respondent's responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Submittals received by telephone, facsimile, or email will not be accepted.

By submission of a response, the Respondent 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 an interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's services, or (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 Burke County or Burke County Public Schools.

Burke County and Burke County Public Schools assume no responsibility for confidentiality of information offered in this submittal. This RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Respondents will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

# NON-COLLUSION AFFIDAVIT

BURKE COUNTY PUBLIC SCHOOLS

RFQ 20250806

## REQUEST FOR QUALIFICATIONS FOR A NEW EASTERN ELEMENTARY SCHOOL

The undersigned affirms that the proposal made herein is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That \_\_\_\_\_ (Firm Name) is not connected in any official capacity with Burke County Public Schools, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

State of North Carolina

County of: \_\_\_\_\_

Sworn to and subscribed

before me, this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_