

**Rowan-Salisbury Schools**  
500 N. Main Street  
Salisbury, N.C. 28144

**REQUEST FOR QUALIFICATIONS**

**INSTRUCTIONS:**

This Request for Qualifications (RFQ) is designed to comply with all applicable rules and regulations – including all Board of Education Policies. Architectural firms wishing to submit for consideration should follow the guidelines established herein. A Statement of Qualifications (Exhibit 1), along with supporting documentation, should be submitted to Mr. Anthony Vann, Assistant Superintendent for Operations, Rowan-Salisbury Schools, 500 N. Main Street, Salisbury, NC 28144, before 4:00 p.m. on Monday, October 15, 2018. Statements of Qualification received after that time will not be considered.

**1. Project**

The project will be a new replacement Knox Middle or a heavy renovated Knox Middle School located in Salisbury, North Carolina.

**2. Executive Summary**

Executive Summary limited to three (3) pages including the name of the Proposer, location of Proposer's principal place of business, a brief narrative description including the age of the business, type of business organization and services offered. Summary should describe the Proposer's approach to providing design and project delivery. Identify the Proposer's strengths and any special qualifications your firm may possess. Summarize your firm's approach to preconstruction, construction management, warranty/closeout phases of a project.

**3. Schedule**

Submit qualifications by 4:00 p.m., Monday, October 15, 2018. Architectural firms selected for interview will be notified on Tuesday, October 23, 2018. Interviews will be conducted on Thursday, November 8, 2018.

**4. Selection Criteria & Format of Proposal**

The criteria in the Statement of Qualifications form (Exhibit 1) will be used by the selection committee to evaluate your submission. Please note, it is very important that you follow the exact order when responding to each item on the form. Not doing this makes it very difficult for the selection committee to evaluate your submission. Also, answer all questions and fill in every blank where applicable. The information

may be provided on a separate document but the format and order must be followed. Provide five (5) copies of your submittal and one electronic copy.

## **5. Questions**

Questions regarding this RFQ must be submitted before 12:00 Noon, Tuesday, October 9, 2018 via email to Mr. Anthony Vann, [anthony.vann@rss.k12.nc.us](mailto:anthony.vann@rss.k12.nc.us). All questions will be answered by the end of the day Thursday, October 11, 2018.