

Orange County Board of Education
200 East King Street
Hillsborough, NC 27278



**Request for Qualifications RFQ #2022-101
“SCHOOL RENOVATION DESIGN SERVICES”**

Orange County Board of Education is seeking proposals for building renovation design services for multiple capital upgrades at various schools within the district.

Proposals must be received in the office of the Superintendent, 200 East King Street, Hillsborough, NC 27278 no later than 12 noon (EDT), Friday, October 28, 2022.

General Description

Orange County Board of Education has completed a comprehensive facility assessment in 2013 and a safety assessment in 2016. Multiple projects have been identified for building renovation design services to be accomplished over the 12 to 36 months.

Scope of Work: The selected firm must have a NC presence and licensed to complete design services in North Carolina. The selected firm will be responsible for submission of all NC Department of Public Instruction reviews and local fire or building requirements.

Projects to be completed include **design services for older school building renovations, restroom upgrades, roof replacements, parking lot repaving and expansion, athletic facilities and playground updates and demolition.** This list of projects is not all inclusive and additional needs will be identified and included as approved by the Orange County Board of Education and Orange County Schools Directors. Anticipated projects will be completed at the following locations (with others to follow as needs are identified):

- River Park Elementary School, 240 St. Mary’s Road, Hillsborough, NC 27278
- Efland-Cheeks Elementary School, 4401 Fuller Rd., Efland, NC 27243
- Orange High School, 500 Orange High School Rd., Hillsborough, NC 27278
- Cedar Ridge High School, 1125 New Grady Brown School Rd., Hillsborough, NC 27278
- Pathways Elementary School, 431 Strouds Creek Rd., Hillsborough, NC 37378
- Gravelly Hill Middle School, 4801 West Ten Rd., Efland, NC 27243

- Central Elementary School, 154 Hayes St., Hillsborough, NC 27278
- School Security Entrance Vestibules
 - Design of security entry vestibules and entryways at:
 - Cameron Park Elementary School, Central Elementary School, and New Hope Elementary School,
 - A.L. Stanback Middle School, C.W. Stanford Middle School and Gravelly Hill Middle School.
 - Cedar Ridge High School and Orange High School

1. Fiscal Considerations

1.1 The district has a capital budget for the initial identified projects and a funding plan for projects to be completed over the next 36 months.

2. Elements of Proposal

The following information should be included in your proposal, as well as any supplemental information you feel provides a comprehensive view of your firm and the proposed design team. Information should be presented in a clear and concise manner.

- 2.1. General overview of the firm and its experience relative to this project;
- 2.2. Current projects of the firm and status of each;
- 2.3. Specifically note projects currently being undertaken by members of the proposed design team;
- 2.4. Address the firm’s workload and how this project would fit within your existing work;
- 2.5. Firm’s experience with environmentally sustainable design;
- 2.6. References from three projects completed within the past five years. School projects are preferred;
- 2.7. Provide names and contact numbers of owner’s representatives for each;
- 2.8. Roles and qualifications of each member of the project team (including subcontractors)
 - 2.8.1. Note LEED certified staff;
 - 2.8.2. For team members with the firm less than five years, indicate previous affiliation.

3. Insurance:

3.1 The successful firm will be required to provide proof of professional liability insurance in types and amounts satisfactory to the District. Respondents must also disclose in their response any and all claims that have been filed against their professional liability insurance within the past ten years, regardless of settlement disposition.

4. Construction Management Plan/Staffing

- 4.1 Identify design team members and their role and qualifications to provide the anticipated services. Include their work history and representative projects that showcase their expertise for this work. Work history and relevant projects done at another firm should accompany any key employee who has not been with the responding firm for a ten-year period.
- 4.2. The selected firm will assist with bid specification packages and weekly project management of selected projects.

5. Submission Requirements

- 5.1. Each respondent shall submit one paper copy of their proposal and three (3) copies in PDF format on CD or Flash Drives.

- 5.2. Prior to submittal, please ensure the CD or Flash Drive is clearly marked with the project name and that the contents are readable.
- 5.3. Proposals shall be submitted in an envelope clearly marked “SCHOOL RENOVATION DESIGN SERVICES: RFQ 2022-101” on the outside and delivered to Orange County Board of Education, 200 East King Street, Hillsborough, NC 27278 no later than the date and time listed in this solicitation.

6. Evaluation Criteria

Evaluation criteria will include, but not necessarily be limited to the following:

- 6.1. Demonstrated success on projects of similar scope and completed without major legal or technical problems;
- 6.2. Qualifications of individuals assigned to the project team;
- 6.3. Relevant experience, (North Carolina school design preferred);
- 6.4. Experience with sustainable design;
- 6.5. Capacity of firm and key project personnel to complete this project in a timely manner, given current workload;
- 6.6. Relevant and easily understood response to proposal;
- 6.7. References from completed projects.

7. Interview

- 7.1. A team consisting of District staff will evaluate all proposals.
- 7.2. Interviews are tentatively scheduled for November 4, 2022.
- 7.3. Key members of the design team and subcontractors will be expected to participate in the interview.
- 7.4. Short-listed firms should be notified on November 10, 2022.

8. Contract

- 10.1 The successful respondent will be expected to enter into an agreement that is substantively the same as Attachment 1. This is the District’s standard agreement for such work and has been vetted by the Board’s attorney.

9. Right to Reject

- 11.1 The District reserves the right to reject or accept any or all proposals as is in the best interest of the District.

10. Questions

- 12.1 Questions or comments regarding this Request should be directed to Patrick Florence, Capital and Facilities Director at patrick.florence@orange.k12.nc.us.
- 12.2 All questions are to be submitted in writing (e-mail is preferred).
- 12.3 Please use the name of the project “SCHOOL RENOVATION DESIGN SERVICES: RFQ 2022-101” in the subject line of your e-mail.
- 12.4 Material clarifications and any modifications will be addressed by addendum to this RFP.
- 12.5 All requests for clarification must be received no later than 12 noon, Wednesday, October 26, 2022. Responses will be posted to the district RFP/BID website prior to noon on Thursday, October 27, 2022.

At a Glance

Subject: SCHOOL RENOVATION DESIGN SERVICES: RFQ 2022-201

Critical Dates: Questions deadline: 12 noon EDT, October 26, 2022

Proposal Deadline: 12 noon EDT, October 28, 2022

Contact: Patrick Florence, Capital and Facilities
Director

patrick.florence@orange.k12.nc

Proposals delivered to: Orange County Board of Education
200 East King Street
Hillsborough, NC 27278

Please refer to the OCS policy manual for further clarification:

https://www.boardpolicyonline.com/bl/?b=orange_county_nc#&&hs=958562

Note: This solicitation posted on the Orange County Schools website: www.orange.k12.nc.us