



**Request for Qualifications
Design Services
2024 Bond New Elementary School
September 26, 2025**

PART 1 – ADVERTISEMENT

Pursuant to General Statutes of North Carolina, Section 143-64.31 as amended, Respondents to this Request for Qualifications subject to the conditions and specifications herein are invited to furnish design services for an upcoming bond project to provide a new elementary school adjacent to the Gravelly Hill Middle School site.

The Request for Qualifications (RFQ) can be obtained from the Orange County Schools website at www.orangecountyfirst.com in the “Operations & Facilities” tab and “Bids, Requests for Proposals and Quotes beginning **September 26, 2025**.

Responses are due to Orange County Schools, Facilities no later than **2:00 p.m. on October 24, 2025**. For further information, email Della Putney at della.putney@orange.k12.nc.us.

PART 2 – INTRODUCTION

Orange County Schools (OCS) invites all qualified and interested architectural firms to submit proposals to perform consultation, planning, design and project administration services for the complete design of a new Elementary School building. OCS, in collaboration with Orange County Schools, completed a county-wide school facility condition study and a master planning exercise which provided recommendations for school replacements and individual school high priority maintenance projects. The school replacements for Orange County Schools are being funded by the 2024 Orange County Bond Referendum approved by its citizens in November 2024. The 2024 Bond will support the completion of up to \$300M in capital investments split between Orange County Schools and Chapel Hill-Carrboro City Schools.

Project highlights:

New Elementary School adjacent to Gravelly Hill Middle School
Comprehensive site planning exercise maximizing efficiency of campus.
Campus includes existing middle school, county soccer fields and new Elementary School
Anticipated capacity of 450-600 students
Project Delivery will be Construction Manager at Risk
Total Project Budget of \$55 million

Owner Background

Orange County Schools engage, challenge and inspire 7,000 students throughout Orange County across two high schools, three middle schools and seven elementary schools. The community within city limits are served by Chapel Hill-Carrboro City Schools.

Mission

OCS Mission: ENGAGE, CHALLENGE & INSPIRE! Orange County School’s mission is to educate students in a safe, inclusive environment where we engage, challenge and inspire them to reach their maximum potential.

PART 3 – SCOPE OF WORK

The scope of work is to plan and design a New Elementary School and associated facilities on a greenfield adjacent to the existing Gravelly Hill campus and Orange County soccer complex at 4801 W Ten Rd, Efland, NC 27243.

Architectural services are to include complete engineering consultants as required for the scope of this project, including but not limited to civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, fire protection engineering, technology, and any additional consultants (including sustainability) deemed necessary or value-added to the school district.

Surveying and Geotechnical engineering will be procured separately by the Owner.

The scope of work is anticipated to include the following phases with each priced individually and completed with the owner's authorization.

- Pre-Design/Planning
- Schematic Design
- Design Development
- Construction Documents
- Bidding/Procurement
- Construction Administration

The project is to be designed and constructed under the assumption that approximately \$53 million has been set aside as our total project budget to include all design, construction, and related costs. Further, it is anticipated that the Construction Manager at Risk delivery method will be selected, with a corresponding division of work between the selected architect and construction manager.

There will be meaningful interaction with the Orange County School Board of Education, the Superintendent of Schools, and Orange 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.

PART 4 – 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.

Firms are to submit a qualification package which presents their qualifications and understanding of the services to be performed. Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete and carefully worded and must convey all of the information requested by OCS.

Qualification packages should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. Brevity will be appreciated. Submittals shall be limited to (40) single pages, 8 ½ x 11, minimum 12-point font. Covers and dividers do not count in the (40) pages total.

NAME OF COMPANY:	FEDERAL ID OR SOCIAL SECURITY NO.:	
STREET ADDRESS:	N.C. SALES & TAX REGISTRATION NO.:	
CITY & STATE & ZIP:	P.O. BOX:	ZIP:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:	TELEPHONE NUMBER:	FAX NUMBER:
AUTHORIZED SIGNATURE:	TITLE:	
CONTRACT LICENSE NO.:	E-MAIL:	

SUBMITTAL INSTRUCTIONS

Firms/individuals interested in being considered for providing the specified services shall submit three **(3) hard copies** of their submittal in addition to one **(1) electronic copy** of the submittal in PDF format **(total submittal not to exceed 50 Mb)** in response to this RFQ. Submittals must be received on or before **2:00 p.m. local time on Friday, October 24, 2025**. Please send an electronic copy of the response to Della Putney by e-mail at della.putney@orange.k12.nc.us.

Printed copies should be delivered to 125 East Oakdale Drive, Hillsborough, NC 27278. All submittals received after the noted deadline will not be considered and will be returned to the Respondent unopened.

Non-Collusion Affidavit: The Non-Collusion Affidavit attached to this RFQ must be properly executed and submitted.

PART 5 – CONTENT OF RESPONSE AND SUBMISSION REQUIREMENTS

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

Section 1 – Letter of Interest

A **two-page maximum** letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, unique advantages your firm and team bring, approach to completing this project, primary contact information, and signed by the principal-in-charge.

Section 2 – Experience of Firm and References

- a. Provide firm name, address, telephone number, email address, contact person, NC License number, the state the entity is incorporated in and chiefly located.
- b. Provide a brief overview of the firm's profile and services, and current workload.
- c. Provide a listing and detailed descriptions of similar projects successfully completed by the firm during the past five (10) years.
 - Include the name and email and telephone number of a person to serve as a reference for your firm's performance specific to each project.
- d. Describe the firm's K-12 education design experience in North Carolina.
- e. Indicate the firm's experience in similar work and the record of successful results of that work.

Section 3 – Team Organization, Management and General Qualifications

- a. Multiple firms, joint ventures, 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 project shall be identified.

This information should 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.

Section 4 – Project Approach

- a. Describe your approach to engaging students, staff, families and the community.
- b. Describe your experience with providing the best and most efficient design for schools on occupied sites. Provide your approach to evaluating options and providing recommendations to the Owner.
- c. Describe how you work collaboratively with the Owner, Project Manager, CMAR, and other consultants to achieve the most cost effective and educationally suitable design solution.
- d. State specifically some of the means and methods of cost control utilized by your firm during design to maintain the construction budget. Give specific examples.
- e. State specifically some of the means and methods utilized by your firm to ensure the expected level of quality during construction. Give specific examples pertaining to recent projects.
- f. Describe your firm's approach for gathering and responding to Owner's post occupancy feedback on the design and functionality of the project.

Section 5 – Innovative Design

- a. Describe your design strategy to maximize programming while conserving building efficiency.
- b. Describe your design strategy on life cycle analysis, building envelopes, HVAC systems, technology, and other features to achieve optimal energy efficiency and sustainable design.
- c. State specifically some of the innovative/creative educational features of schools or other relevant buildings designed by your firm.
- d. State specifically some of the outstanding ways in which building materials are utilized in schools or other relevant buildings designed by your firm.

Execution: In compliance with this Request for Qualification (RFQ), and subject to all the conditions herein, the undersigned designer offers and agrees to furnish and deliver any or all items upon based on fees mutually agreed upon by both the design team and Orange County Schools. By executing this proposal, the undersigned designer certifies that this proposal is submitted competitively and without collusion (G.S. 143 54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of

any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143 59.2), and that it is not an ineligible vendor as set forth in G.S.

143 59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of the vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143 48.5, the undersigned vendor certifies that it, and each of its sub- contractors for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E- Verify system.

Insurance: The Vendor shall obtain and maintain in effect during the term of this Agreement, general liability and automobile liability insurance in which the School System and the Vendor shall each be named as insured parties in an amount not less than \$1,000,000, with a \$2,000,000 aggregate, for personal injury, including death, to any one person, and from claims for property damages in an amount of not less than \$1,000,000 for each occurrence arising from any act or omission of Vendor, its agents, employees or subcontractors. The Vendor shall obtain and maintain in effect during the term of this Agreement a policy or policies of workers' compensation insurance which shall cover all of Vendor's employees and all individuals who enter onto School System property on behalf of Vendor pursuant to this Agreement. The Vendor shall promptly furnish the School System certificates of insurance evidencing such insurance coverage. Insurance required by this section shall contain an endorsement to provide the School System with at least 10-day's written notice of any intent to cancel or terminate by either the Contractor or insurance company. Vendor's Worker's Compensation policy shall contain an endorsement waiving subrogation against School System. All such insurance policies shall be provided by insurance companies properly licensed in North Carolina and having a financial rating of at least "A" by A.M. Best or equivalent. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of the Contract.

The selected firm will be required to provide 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

Lunsford Act: Vendor also acknowledges that G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27 A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Vendor shall conduct or arrange to have conducted, at its own expense, sexual offender registry checks on each of its owners, employees, agents and subcontractors ("contractual personnel") who will engage in any service on or delivery of goods to Orange County Schools "School System" property or at a School System sponsored event, except checks shall not be required for individuals who are solely delivering or picking up equipment, materials, or supplies at: (1) the administrative office or loading dock of a school; (2) non-school sites; (3) schools closed for renovation; or (4) school construction sites. The checks shall include at a minimum check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For Vendor's convenience only, all the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://v.ww.nsopw.gov/>. Vendor shall provide certification on the Sexual Offender Registry Check Certification Form (Attachment A) that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Contract prior to the commencement of such services or the delivery of such goods. Vendor shall conduct a current initial check of the registries. The sex offender registry checks shall be conducted within 30 days of Vendor's execution of the Contract and prior to performing any services on School System property. In addition, Vendor agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Contract. Vendor further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Contract. Vendor shall not assign any individual to deliver goods or provide services pursuant to this Contract if said individual appears on any of the listed registries. Vendor agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel and agrees to provide

such records and documents to the School System upon request. Vendor specifically acknowledges that the School System retains the right to audit these records to ensure compliance with this section at any time in the School System's sole discretion. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract. If requested by the School System, the Vendor should provide sufficient background information regarding any or all contractual personnel who may deliver goods or perform services under this contract in order to allow the School System to perform a criminal background check on each individual at the School System's expense. Vendor further agrees that it has an ongoing obligation to provide the School System with the name of any new contractual personnel who may deliver goods or provide services under the Contract. The School System reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Contract if the School System determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others, or if such contractual personnel may otherwise pose a risk to the School System's operations. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract.

Criminal Background Checks: Vendor shall conduct criminal record and background checks on all Contractual Personnel who will perform services pursuant to this Contract on Orange County Schools "School System" property or at School System events. The criminal background checks shall be conducted within 30 days of Vendor's execution of the Contract and prior to performing any services on School System property.

Vendor shall provide the results of said checks to School System within five (5) business days of receipt and shall not assign any Contractual Personnel to provide services under the Contract if said worker has been convicted of or pled no contest to (1) any felony; (2) any crime, whether misdemeanor or felony, involving violence, illegal drugs, theft, child abuse, sexual harassment, sexual abuse, or personal impropriety of a sexual nature with regard to any other person; or (3) any other crime or conduct reasonably indicating that the Contractual Personnel poses a threat to the safety or well-being of School System's students, personnel, or property. In addition, the Vendor shall obtain all authorizations necessary for the School System to conduct additional criminal record and background checks at its sole expense at any time during the term of this Contract. If School System chooses to exercise this right, Vendor shall, within five (5) business days of School System's request, provide the full name, date of birth, and state of residency for the past ten years for all Contractual Personnel providing services under the Contract, along with any other information reasonably requested by School System for purposes of performing criminal record and background checks. Without modifying or waiving any of Vendor's obligations under this provision, School System reserves the right to prohibit any Contractual Personnel from providing services under this Contract if the School System determines, in its sole discretion, that said Contractual Personnel has not undergone a criminal record and background check in accordance with this provision or if the results of such criminal record and background check reasonably indicate that the said Contractual Personnel may pose a threat to the safety or well-being of students, school personnel, or others.

Anti-Nepotism: Vendor warrants that, to the best of its knowledge and in the exercise of due

diligence, none of its corporate officers, directors, or trustees and none of its employees who will directly provide services under this Contract are immediate family members of any member of the OCS Board of Education or of any principal or central office staff administrator employed by the School System. For purposes of this provision, "immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild, and includes step, half, and in-law relationships. Should Vendor become aware of any family relationship covered by this provision, or should such a family relationship arise at any time during the term of this Contract, Vendor shall immediately disclose the family relationship in writing to the Superintendent of Schools. Unless formally waived by the School System, the existence of a family relationship covered by this Contract is grounds for immediate termination by School System without further financial liability to Vendor.

PART 6 – PROPOSED SCHEDULE (EASTERN STANDARD TIME)

The proposed time schedule for this selection process is below. Dates are tentative and are subject to change (except the issue date of RFQ, deadline to submit questions, and the due date of RFQ).

RFQ Issue	Friday, September 26, 2025
RFQ Questions	Friday, October 10, 2025
RFQ Responses	Friday, October 17, 2025
RFQ Due	Friday, October 24, 2025
Shortlist	Friday, October 31, 2025
Interviews	Thursday, November 13, 2025
Notification of Intent to Award	Thursday, November 20, 2025
Notification of Unsuccessful Candidates	Tuesday, November 25, 2025
Board Approval to Proceed w Contract Negotiations	Tuesday, December 9, 2025
Contract Negotiations	Month of December
Notice to Proceed to Successful Firm	Tuesday, January 13, 2026
New Elementary School Opening	August of 2029

PART 7 – INQUIRIES

All requests for clarifications or additional information must be submitted in writing to Della Putney at della.putney@orange.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 Orange County Schools website at www.orangecountyfirst.com in the “Operations & Facilities” tab and “Bids.”

ADDENDA

Should revisions to this RFQ become necessary, the School System will post a written addendum on the Orange County Schools website at www.orangecountyfirst.com in the “Operations & Facilities” tab and “Bids.”

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.

PART 8 – SELECTION PROCESS

Orange County Schools intends to ensure that all technically qualified individuals/firms are provided the opportunity to be considered for providing professional architectural services to Orange County Schools. The individual/firm that is most qualified to conduct this scope of work and meet the needs of OCS 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 select 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 Orange County Schools Board of Education.

PART 9 – SELECTION CRITERIA

The selection process consists of two phases, followed by negotiations with the apparent winner.

Phase 1 – RFQ Written Submittal Review and Form Completion

The Owner’s Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria	Max Points Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ response? Was the RFQ well organized, with complete information responding to all submittal criteria?	5 points
Section 2: Expertise of Firm and References. Provided a comprehensive and insightful experience of managing similar elementary school projects, especially within North Carolina, with successful references.	25 points
Section 3: Team Organization, Management and General Qualifications. The candidate has provided talented and experienced staff, as well as qualified consultants.	15 points
Section 4: Project Approach. Candidate has affirmed each of the Owner’s requirements for this project and demonstrated a clear understanding of Owner’s needs and clear direction toward completing scope of work.	20 points
Section 5: Innovative Design. Candidate has demonstrated an ability to provide a project that exceeds expectation without exceeding the scope and budget, while paying attention to the Owner’s needs.	30 points
Section 6: EXHIBIT A. Candidate has responded satisfactorily to all information within Exhibit A.	5 points
Total Points	100 points

In addition, the questions at the end of the document (see Exhibit A) should be completed by the Candidates and submitted with their proposals. An electronic copy of the form will be provided on the Orange County Schools website at www.orangecountyfirst.com in the “Operations & Facilities” tab and “Bids.”

Phase 2 –Interview

An interview invitation will be sent out to the Candidates with the highest RFQ submittal scores on the date noted in the selection schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ responses and to introduce key members of the design team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with members of the team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be based upon a consensus ranking based upon interview, presentation, reference checks, and overall confidence by the selection committee that the candidate is the best choice to represent Orange County Schools throughout this program.

The most qualified firm will be notified, and the School System will commence negotiations with said firm to develop a fee proposal. If the School System and firm cannot reach an agreement, negotiations will terminate, and the School System will commence fee negotiations with the next most qualified firm.

GENERAL COMMENTS

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

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

Orange County Schools reserves the right to approve all personnel working on Orange County Schools projects. Key professional staff may not be removed, reassigned, or replaced without prior approval from Orange County Schools.

Orange County Schools encourage 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, if requested.

By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of the vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

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 Orange County Schools at the time and place designated in this document. At that point, Orange County Schools will close the receipt of submittals and begin the evaluation process.

Orange County Schools will not 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 Orange County. Furthermore, if the Respondent is ultimately awarded the contract, the Respondent agrees to execute a copy of the Service Contract attached herein (Exhibit B).

Orange County Schools assumes 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. If 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
ORANGE COUNTY SCHOOLS
REQUEST FOR QUALIFICATIONS FOR NEW HILL 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 Orange County Schools, and that no person, or persons, acting in such 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.

The acceptance of this proposal by Orange County Schools, as evidenced by the issuance of a Orange County Schools Purchase Order, will be held to be a mutual agreement as to every clause of this proposal and to constitute a contract between the parties hereto.

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:

Orange County School District

Elementary School RFQ Questionnaire	
How many school facility projects has your firm completed in North Carolina in the last ten years?	
What was the percentage of total cost of change orders (excluding owner scope changes) in excess of the GMP over your last five K-12 projects?	
Have you had any legal issues or major technical issues on any of your projects (Yes/No)? If so, please provide an explanation.	
Number of registered architects in your firm.	
Total number of staff in your firm.	
Does your firm have an office within 60 miles of Hillsborough?	
Which office location will our main point of contact be working from?	
Which office location will the majority of the project team be working from?	
What percentage of your firms work (by project) is completed in North Carolina?	
What is your current workload (number of active projects) in the office that will be working on this project?	
What is your average percentage of MWEBE participation for your project team?	
Provide a list of all school projects that have been completed in the last ten years, along with the email and phone number of the contact person for each project.	
Provide a list of all active (design or construction) K-12 projects, along with the email and phone number of the contact person for each project.	