WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Facilities Design and Construction
Facility Assessments and Lifecycle Department

REQUEST FOR QUALIFICATIONS

Designer Selection
RFQ-26-D-LC Carroll Magnet MS - Partial Roof Replacement

Firms wishing to submit for consideration should follow the guidelines established herein. A Statement of Qualifications along with supporting documentation should be submitted electronically to: Tim Muller, Senior Admin of WCPSS Facility Assessments and Lifecycle, at tjmuller@wcpss.net, by **12:00 p.m. Friday September 18, 2026.** Statements of Qualifications received after that time will not be considered. Time indicated on received email will be official time.

1. **Project Scope of Work** – Design for partial roof replacement of the existing built-up roofing system with a new 2-ply modified bitumen roofing system. Design the replacement and attachment of thermal roof insulation with a coverboard. Design the replacement of roof expansion joints. Design work will also include additional items of concern during initial site visit.

2. **Professional Services Required** – Firm will provide turnkey design services including but not limited to roof replacement, sealant replacement and exterior painting on various surfaces determined in the scope walk-through, permit applications as required, bidding, construction administration including scheduling, pre bid, preconstruction meetings, regular site construction meetings during the project, and project closeout.

3. **Schedule** – Qualifications submitted September 18, 2026, with design fee negotiations immediately following the selection with an anticipated design notice to proceed of November 1, 2026.

4. **Selection Criteria & Format of Proposal** – The qualifications presented will be used for ranking and selection.

5. **Insurance** – The selected design firm must carry a minimum of $1,000,000 of professional liability insurance.