WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Facilities Design and Construction
Facility Assessments and Lifecycle Department

REQUEST FOR QUALIFICATIONS

Designer Selection
RFQ-26-K-LC Heritage MS – Building Enclosure Leak Evaluation and Partial Roof Replacement Phase 1 and 2

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. Wednesday September 30, 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** – This is a building science investigation into the existing signs of leaks above the ceiling. Use the findings from the enclosure investigation and incorporate enclosure design modifications along with the partial roof replacement of the coated modified bitumen roof. The design work will include 2 phases.
    a. Phase 1, The selected design professional will evaluate the performance of the existing building enclosure and provide design recommendations. Determine the location and cause of leaks, air and moisture. Provide a written report to the owner. The report shall include a list of all issues with images, a description of the issue and design recommendations to fix the issue.
    b. Phase 2, Design for building enclosure modifications and design for partial roof replacement of the existing coated 2-ply modified bitumen roofing system on roof area A1, A2, A6, A17-A18, A20-A22, A25, A32, A36-A37, and A41 with a new 2-ply modified bitumen roofing system, approximately 92,963 total sq ft. Design the replacement and attachment of new thermal roof insulation with a coverboard. Design the replacement of new sheet metal coping and sheet metal accessories. Design the repairs to all roof related issues based on findings and recommendations in Phase 1. 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, 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 30, 2026, with design fee negotiations immediately following the selection with an anticipated design notice to proceed of November 4, 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.