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**REQUEST FOR QUALIFICATIONS:  
DESIGN TEAM SERVICES FOR HAYWOOD COUNTY BOARD OF EDUCATION  
CENTRAL OFFICE INTERIOR RENOVATIONS  
Issued: May 6, 2020**

The Board of Education is hereby soliciting responses from qualified architectural and, engineering teams for the above referenced project. Professional services will be procured through a qualification-based selection process, in accordance with G.S. 143-65.31, G.S. 143.64.32, and G.S. 115C-521(E). Professional services will be rendered using a standard Haywood County Schools professional contract or Purchase Order. The scope of work is described herein:

**SCOPE OF WORK:**

Architectural/engineering services for complete interior renovations to the future Central Office located at the former United Way of Haywood County Building, 1233 N. Main Street, Waynesville, NC 28786. Work shall include but is not limited to the following: Schematic design/Design Development, Construction Documents, Bidding and Contract Administration. Including within these documents shall be investigations of the existing conditions, accessibility and capacities in relation to current NC Building Code and NCDPI requirements, staff interviews, security and technology infrastructure, meetings with HCS Facilities, Maintenance and Technology Departments. Completed drawings and specifications will be approved by the Board of Education. Upon completion of schematic design, a budget, phasing plan and schedule will be required to be presented for consideration by the Board of Education for further action.

**PROJECT SCHEDULE:**

RFQ Submittal	May 11, 2020
Board Approval	May 21, 2020
Schematic Design/Design Development	June 16, 2020
Board Approval	June 22, 2020
Construction Documents	August 10, 2020
Bidding	September 7, 2020
Contract Approval	September 10, 2020
Notice to Proceed	September 11, 2020
Construction Complete	February 19, 2021
Construction Complete Alternate	December 18, 2020

**SUBMITTAL REQUIREMENTS:**

Three (3) copies of the submittals shall be made in an 8 ½" x 11" bound hardcopy format. Provide one (1) electronic copy in pdf format on CD or flash drive. Limit responses to no more than 16 one-sided or 8 double-sided sheets. Submittals not meeting these requirements may not be considered. The submittal shall contain no less than the following:



- Cover sheet title: “Haywood County Board of Education: New Central Office Renovations”, Date, Firm name and contact information. Link to firm website and/or optional supplementary information.
- Letter of introduction stating interest and unique qualifications and capabilities.
  - Tab 1 - Office, project manager and design team members and/or firms to service the project with bio of firm, team members and licenses and certifications. Flow diagram graphically representing team organization. Lead designer for each specialty must be clearly identified.
  - Tab 2 – A list of four (4) projects of at least similar size and scope. Include client references, with phone number.
  - Tab 3 – Reports or graphic illustrations or similar work performed.

### **QUALIFICATIONS:**

Submittals will be evaluated based upon the needs of HCPS and information provided by the professionals. Additional information will be obtained from references or other sources identified by the applicant. Interviews are not anticipated; however, additional information may be requested.

If contract negotiations are not successful with the initial selection, alternate selections will be contacted.

### **All submittals, questions and inquires shall be sent to:**

**Josh Mease**  
**Maintenance Director**  
**Haywood County Schools**  
**401 Farmview Drive**  
**Waynesville, NC 28786**  
**(828) 456-2402**

**Email: [jmease@haywood.k12.nc.us](mailto:jmease@haywood.k12.nc.us)**

Under no circumstances shall contacts be made with other Haywood County Schools’ personnel or members of the Haywood County Board of Education regarding this Request for Qualifications and selection process.

**END OF REQUEST FOR QUALIFICATIONS**