



***State of North Carolina
Haywood County Schools***

401 Farmview Drive
Waynesville, NC 28786
828 456 2402

**REQUEST FOR QUALIFICATIONS - RFQ
11-24**

Proposal Issue Date: December 6, 2024

LOCATION: County Wide

PROJECT: Facility Condition Assessment and
Deferred Maintenance Planning

Refer ALL Inquiries to: Zachary Shoaf

Cell: (828) 507-7398

E-Mail: zshoaf@haywood.k12.nc.us

Project Designer: Zachary Shoaf

Cell: (828) 507-7398

E-Mail: zshoaf@haywood.k12.nc.us

NOTICE TO OFFERER

Qualifications are subject to the conditions made a part hereof will be received in this office until **10:00 am EST on Thursday, December 20th, 2024** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

PRE-PROPOSAL MEETING:

No Pre Meeting Scheduled

SEND ALL QUALIFICATIONS DIRECTLY TO THE ADDRESS SHOWN BELOW:

Haywood County Schools Maintenance Department
Attention: Zachary Shoaf
401 Farmview Drive
Waynesville, NC 28786

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Qualifications (RFQ) is issued to prospective designers.
2. Qualifications in one original and one PDF will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All qualifications must be received by the issuing agency no later than the date and time specified on the cover sheet of this RFQ.
4. At that date and time the qualifications from each responding firm will be opened. Qualifications are confidential until such time that award has been made.
5. Qualifications will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff. Award of a contract to one offeror does not mean that the other qualifications lacked merit, but that, all factors considered, the selected qualification was deemed most advantageous to Haywood County Board of Education.
6. Offerors are cautioned that this is a request for qualifications, not a request to contract, and the Haywood County Board of Education reserves the unqualified right to reject any and all submittals when such rejection is deemed to be in its best interest.

PROPOSAL FORM

Facility Condition Assessment and Deferred Maintenance Planning RFQ# 11-24

DUE DATE: Thursday, December 20, 2024 at 10:00 am EST

By submitting qualifications, the potential designer certifies the following:

1. Qualifications are signed by an authorized representative of the firm.
2. It can obtain and submit to the Owner insurance certificates as required within five (5) calendar days after notice of award.
3. The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
4. The potential designer has read and understands the conditions set forth in the RFQ and agrees to them with no exceptions.

Therefore, in compliance with this Request for Qualifications, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days (normally less) from the date of the opening, to negotiate a fee for services with the owner.

SCOPE OF WORK: Facilities Condition Assessment: This contract will require inspections of all facilities as specified herein by architectural and engineering professionals. It will produce an accurate analysis and report that identifies visible and discernable (by ways of non-destructive means) components and elements requiring maintenance or other planned action. The facility conditions survey must focus on the following property elements:

- Exterior Systems – doors, roofs, window systems
- Interior Construction – doors, flooring, walls, visible structural components
- Interior finishes – ceiling, flooring, wall finishes
- Emergency Power
- Fencing
- Fire/Life/Health Safety Systems
- Accessibility – ADA
- Heating, Ventilation and Air Conditioning
- Plumbing
- Electrical and Service Distribution
- Fire Suppression
- Special Construction -athletic fields, courts, gyms, labs, and other site surface structures
- Site Utilities
- Vertical Transportation (Elevators, lifts, etc.)
- Stormwater management and stormwater devices (BMPs)

Corrections – For significant deficiencies, the designer shall recommend a corrective action with project cost estimate. A significant deficiency is one that violates code, is a life safety threat, or affects building functionality and reliability. Where appropriate, multiple correction methodologies indicating the range of possible corrective measures and associated costs will be developed by the designer.

Categorization/Classification/Prioritization of Audit Data

- Deficiency Priorities Each deficiency identified in the field audit shall be prioritized in the following manner:

Priority 1 - Currently Critical Conditions in this category require immediate action to:

- a. Correct a cited safety hazard
- b. Return a facility to operation
- c. Stop accelerated deterioration

Priority 2 - Potentially Critical Conditions in this category, if not corrected expeditiously, will become critical within 1-3 years. Situations within this category include:

- a. Intermittent operations
- b. Potential life safety hazards
- c. Rapid deterioration

Priority 3 - Necessary – Not yet critical Conditions in this category require attention in 3-5 years to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 - Recommended Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects

will improve overall usability and/or reduce long-term maintenance costs and should be addressed within 5-10 years.

Priority 5 - Does Not Meet Current Codes/Standards, plant adaptation – “Exempted” Conditions in this category include items that do not conform to existing codes but are “exempted” in their current condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

Applicable Energy Conservation -. to all levels Deficiencies that, if corrected, would result in significant energy savings or operational cost savings should be identified. Recommended corrective actions should also consider energy and operational cost savings in all priority categories.

Deficiency Categories

- Each correction project shall be assigned one of the following categories:
 - Life-Safety Code Compliance
 - Building Code Compliance
 - Accessibility Code Compliance (ADA & Local Standards)
 - Building Integrity
 - Functionality
 - Educational Adequacy
 - Appearance
 - Energy
 - Environmental:
 - ACBM (asbestos containing building materials)
 - PCBs (Polychlorinated Biphenyls)
 - Lead-based paints
 - CFCs (Chlorofluorocarbons) and HCFCs hydrochlorofluorocarbons
 - IAQ (indoor air quality)
 - Water Quality

Classification

- Each deficiency shall be classified by the major property components identified for survey in the field. For example, Site, Exterior Systems, Interior Systems, Interior Finishes, Fire/Life/Health Systems, Accessibility, Heating, Ventilation and Air Conditioning, Plumbing, Special Electrical Systems, Electrical and Service Distribution, Fire Suppression, Special Construction, or Vertical Transportation.

Targeting and Benchmarking

- The consultant shall provide targeting and benchmarking of facilities and building condition and performance. Benchmarking of the facilities condition index should follow standard industry practices.

Facility Reinvestment Calculations

- Identifying the rate of reinvestment required to maintain components of facilities as they degrade and become unusable is critical to long-range planning and funding. The consultant shall analyze and model the rates of degradation of each facility, and report on the required reinvestment rate on an annual basis to replace components as such components become dysfunctional. Elements of the analysis will include:
 - a. Identification of the approximate replacement cost of each building and building component.
 - b. Rates of standard degradation of each component and the cost to replace/ refurbish that component.
 - c. Current condition of each building component.
 - d. The ability to analyze multi-year outlooks and various combinations of building type reinvestment rates.

The consultant shall generate a 10-year capital investment plan based on the deferred maintenance backlog, capital replacement and plant adaptation. The consultant shall provide analyses and project estimate

OFFEROR/VENDOR:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		PO BOX:	ZIP:
CITY & STATE & ZIP:		MBE STATUS:	
TELEPHONE NUMBER:	FAX NUMBER:	EMAIL:	
TYPED OR PRINTED NAME & TITLE OF PERSON SIGNING:		TYPE & LICENSE #:	
AUTHORIZED SIGNATURE:		DATE:	

END OF PROPOSAL FORM

Facility Condition Assessment and Deferred Maintenance Planning

RFQ# 11-24

QUESTIONS: All questions shall be directed to Zachary Shoaf (828) 456-2402

QUALIFICATIONS: At a minimum, all designers are required to have at least three (3) years of experience and supply three (3) references. Designers need to provide Proof of Insurance.

SAFETY REGULATIONS: The designer shall adhere to the rules, regulations and interpretations of all state, federal and local laws, which pertain to works and site safety. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications.

SCHOOL SECURITY & ACCESS: Security, safety and protection of the instructional environment are priority concerns of Haywood County Schools. The designer shall confine activities to the work area and shall not engage or interact with students, teachers or staff that are not designated as contact personnel. The Contractor shall screen all employees on-site; and, at the request of the Owner, provide documentation that employees and subcontractors meet standards. The Owner, school staff and Contractor shall designate contact personnel and provide contact information to assist in the resolution of any logistical or safety issues beforehand, or that may arise during performance of contract.

SCHEDULING: The designer must submit a precise time schedule as to when specific work will occur in specific areas within the building. This will be used to coordinate the work with the occupants of the building. Zachary Shoaf, may alter the schedule at any time to maintain the work process within the facility. Work must be scheduled during hours that are acceptable to the Haywood County Board of Education and shall not incur any additional cost due to scheduling.

WORKERS ON THE JOB: All employees of the designer shall, while on Haywood County Board of Education property, must act in a professional and courteous manner. Also, all employees of the designer must "**sign in**" in the main office upon entering the facility and must "sign out" upon leaving the facility. Any employee of the designer may be told to leave the property, if they do not follow these procedures. The employee shall be replaced with another at no additional cost to the Haywood County Board of Education.

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program and (2) have been convicted of certain sexually violent offenses or any offense where the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school related functions, whether before, during or after school hours. It is the responsibility of the designer or vendor that their employees and subcontractors are in accordance with G.S. 14-208.18.

EQUIPMENT AND TOOLS: The Contractor shall use no equipment or tools that are owned by the Haywood County Board of Education. Also, the designer except for opening locked gates, doors, etc., and giving directions shall utilize no employees of Haywood County Schools. Questions of a technical nature shall be directed to the Maintenance Director.

MATERIALS: No materials shall be stored on site and the Haywood County Board of Education is not responsible for any materials, equipment or tools lost or stolen from the site. Any materials needed to complete the job shall be included in the bid.

CLEAN UP: The area of work shall be cleaned daily so that the Haywood County Board of Education shall not incur any additional costs to make the area suitable for the educational process. Also, the Contractor shall utilize no trash receptacles or dumpsters owned by the Haywood County Board of Education. All trash and debris shall be properly disposed of off the property.

Designer must adhere to the guidelines within these specifications; failure to do so will result in default of payment by the Haywood County Board of Education and/or cancellation of this contract.

**The Haywood County Boards of Education reserves the right to reject any
or all submittals for any or no reason, and to waive informalities.**

END OF RFQ