



Orange County Board of Education  
200 East King Street  
Hillsborough, NC 27278

Request for Proposals:  
Cedar Ridge High School Auxiliary Gym and  
Classroom Addition Design Services

Orange County Board of Education is seeking proposals for architectural and engineering services associated with the expansion of the Cedar Ridge High School at 1125 Grady Brown Road, Hillsborough, North Carolina.

Proposals must be received in the office of the Interim Deputy Superintendent, 200 East King Street, Hillsborough, NC 27278 no later than 12 noon (EDT), April 23, 2015.

## **1. General Description**

- 1.1. Cedar Ridge High School is one of two high schools in the Orange County School District. Constructed in 2006, it currently contains approximately 207,000 square feet on an approximately 71 acre campus.
- 1.2. The building was designed to accommodate two additions:
  - An approximately 10,000 square foot auxiliary gym; and
  - An approximately 50,000 square foot two-story classroom addition.

## **2. Scope of Work**

### **2.1. Phase One: Auxiliary Gym**

The District receives capital funding from Orange County to construct its facilities. The auxiliary gymnasium is currently funded at an all-in budget of \$3,328,750. The District expects the successful respondent to provide turn-key services for the design and construction management of an approximately 10,000 square foot facility.

### **2.2. Phase Two: Classroom Addition**

The scope of work sought also includes turn-key services for the design and construction management services for an approximately 50,000 square foot, two-level classroom addition. The all-in budget for this project is currently \$12,583,000.

### **3. Fiscal Considerations**

- 3.1 While the auxiliary gymnasium project is currently funded, **the classroom addition is not**. The County's Capital Investment Plan has programmed planning funds for 2019-2020, with full construction funding one year later.
- 3.2 It is the District's desire to retain one firm for both projects although the resulting contract may be executed in two phases as funding becomes available. At this time, the Orange County Capital Investment Plan (CIP) provides design fees in 2019-2020, with full project funding in 2020-2021.
- 3.3 The District will likely continue to lobby for earlier release of funding since Cedar Ridge High School's rated capacity is 1,000 students and current enrollment stands at 1,154.

### **4. Elements of Proposal**

The following information should be included in your proposal, as well as any supplemental information you feel provides a comprehensive view of your firm and the proposed design team. Information should be presented in a clear and concise manner.

- 4.1. General overview of the firm and its experience relative to this project;
- 4.2. Current projects of the firm and status of each;
- 4.3. Specifically note projects currently being undertaken by members of the proposed design team;
- 4.4. Address the firm's workload and how this project would fit within your existing work;
- 4.5. Firm's experience with environmentally sustainable design;
- 4.6. References from three projects completed within the past five years. School projects are preferred;
- 4.7. Provide names and contact numbers of owner's representatives for each;
- 4.8. Roles and qualifications of each member of the project team (including subcontractors)
  - 4.8.1. Note LEED certified staff;
  - 4.8.2. For team members with the firm less than five years, indicate previous affiliation.

### **5. Insurance**

- 5.1. The successful respondent will be required to show proof of professional liability insurance that will cover this project.
- 5.2. Respondents will also cite in their response any and all claims that have been filed against the professional liability insurance carried by the respondent within the past ten years, regardless of the settlement disposition.

### **6. Construction Management**

- 6.1 Given limited District staff available to monitor day-to-day progress of the project, the District **may** request additional construction oversight services by the successful design firm. Your proposal should indicate if your firm does not provide such services.

## **7. Submission Requirements**

- 7.1. Each respondent shall submit one paper copy of their proposal and three (3) copies in PDF format on CD.
- 7.2. Prior to submittal, please ensure the CD is clearly marked with the project name and that the contents are readable.
- 7.3. Proposals shall be submitted in an envelope clearly marked "Cedar Ridge Auxiliary Gym and Classroom Wing Design Services" on the outside and delivered to Orange County Board of Education, 200 East King Street, Hillsborough, NC 27278 no later than the date and time listed in this solicitation.

## **8. Evaluation Criteria**

Evaluation criteria will include, but not necessarily be limited to the following:

- 8.1. Demonstrated success on projects of similar scope and completed without major legal or technical problems;
- 8.2. Qualifications of individuals assigned to the project team, including subcontractors;
- 8.3. Relevant experience, (North Carolina school design preferred);
- 8.4. Experience with sustainable design;
- 8.5. Capacity of firm and key project personnel to complete this project in a timely manner, given current workload;
- 8.6. Relevant and easily understood response to proposal;
- 8.7. References from completed projects.

## **9. Interview**

- 9.1. A team consisting of District staff will evaluate all proposals.
- 9.2. Interviews are tentatively scheduled for Thursday, April 30, 2015.
- 9.3. Key members of the design team and subcontractors will be expected to participate in the interview.
- 9.4. Short-listed firms should be notified on April 27, 2015.

## **10. Contract**

- 10.1 The successful respondent will be expected to enter into an agreement that is substantively the same as Attachment 1. This is the District's standard agreement for such work and has been vetted by the Board's attorney.

## **11. Right to Reject**

- 11.1 The District reserves the right to reject or accept any or all proposals as is in the best interest of the District.

## **12. Questions**

- 12.1 Questions or comments regarding this Request should be directed to Pam Jones, Interim Deputy Superintendent @ [pam.jones@orange.k12.nc.us](mailto:pam.jones@orange.k12.nc.us).
- 12.2 All questions are to be submitted in writing (e-mail is preferred).
- 12.3 Please use the name of the project "Cedar Ridge High School Auxiliary Gym and Classroom Addition", or similar language, in the subject line of your e-mail.

- 12.4 Material clarifications and any modifications will be addressed by addendum to this RFP.
- 12.5 All requests for clarification must be received no later than 12 noon, Friday, April 17, 2015.

### **At a Glance**

Subject: Orange County Schools: Cedar Ridge High School Auxiliary Gym  
and Classroom Addition Design Services

Critical Dates: Questions deadline: 12 noon EDT, April 17, 2015  
Proposal Deadline: 12 noon EDT, April 23, 2015

Contact: Pam Jones, Interim Deputy Superintendent  
[pam.jones@orange.k12.nc.us](mailto:pam.jones@orange.k12.nc.us)  
(919) 732-8126

Proposals delivered to: Orange County Board of Education  
200 East King Street  
Hillsborough, NC 27278

Note: This solicitation posted on the Orange County Schools website: [www.orange.k12.nc.us](http://www.orange.k12.nc.us)