

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



**Request for Qualifications RFQ #2019-210  
“SCHOOL RENOVATION DESIGN SERVICES”**

Orange County Board of Education is seeking proposals for building renovation design services for capital upgrades at various schools within the district.

**Proposals must be received in the office of the Superintendent, 200 East King Street, Hillsborough, NC 27278 no later than 12 noon (EDT), March 13, 2019.**

**General Description**

Orange County Board of Education has completed a comprehensive facility assessment in 2013 and a safety assessment in 2016. The following projects are identified for building renovation design services to be accomplished over the 12 to 36 months.

**Scope of Work:** The selected firm must have a NC presence and licensed to complete design services in North Carolina. The selected firm will be responsible for submission of all NC Department of Public Instruction reviews and local fire or building requirements.

Project 1: Cameron Park Elementary School, 240 St. Mary’s Road, Hillsborough, NC

- Kitchen and cafeteria dining renovations to include new kitchen sinks, through drains, flooring, and cafeteria dining furniture.
- Replacement of exterior windows within the school. Projects to be divided into three phases as funding allows for replacements. First priority will be entry doorway storefront, bus storefront entrance and main hallway connector windows and doors.
- Exterior veneer/stucco replacement.
- Interior floor renovations.
- Interior light upgrades to LED in classrooms, hallways and general areas of the school.
- Design of a streetscape exterior at the Cafeteria entrance of the building including architectural design of the two small exterior support buildings to allow for roof replacements to be completed.

Project 2: School Security Entrance Vestibules

- Design of security entry vestibules and entryways at:
- Cameron Park Elementary School, Central Elementary School, and New Hope Elementary School,
- A.L. Stanback Middle School, C.W. Stanford Middle School and Gravelly Hill Middle School.
- Cedar Ridge High School and Orange High School

Project 3: Efland-Cheeks Elementary School: Main Office Design

- Design of an approximately 2000-5000 sf exterior or interior office renovation to provide a new secure entranceway at the front of the school.

Project 4: Orange High School: Track and Tennis Court Renovation

- Design and complete renovation specifications for the tennis courts at the school.
- Design track resurfacing.

Project 5: Pathways Elementary School: Exterior Drainage Project

- Design exterior drainage and sidewalks to alleviate water on walkway areas and moisture around the exterior of the school and playground area(s).

Project 6: Central Elementary School: Building Envelope

- Design exterior veneer repair or retrofit based on analysis of defects within the current exterior brick of the school.

**1. Fiscal Considerations**

1.1 The district has a capital budget for the initial identified projects and a funding plan for projects to be completed over the next 36 months.

**2. 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.

- 2.1. General overview of the firm and its experience relative to this project;
- 2.2. Current projects of the firm and status of each;
- 2.3. Specifically note projects currently being undertaken by members of the proposed design team;
- 2.4. Address the firm's workload and how this project would fit within your existing work;
- 2.5. Firm's experience with environmentally sustainable design;
- 2.6. References from three projects completed within the past five years. School projects are preferred;
- 2.7. Provide names and contact numbers of owner's representatives for each;
- 2.8. Roles and qualifications of each member of the project team (including subcontractors)
  - 2.8.1. Note LEED certified staff;
  - 2.8.2. For team members with the firm less than five years, indicate previous affiliation.

**3. Insurance:**

3.1 The successful firm will be required to provide proof of professional liability insurance in types and amounts satisfactory to the District. Respondents must also disclose in their response any and all claims that have been filed against their professional liability insurance within the past ten years, regardless of settlement disposition.

**4. Construction Management Plan/Staffing**

4.1 Identify design team members and their role and qualifications to provide the anticipated services. Include their work history and representative projects that showcase their expertise for this work. Work history and relevant projects done at another firm should accompany any key employee who has not been with the responding firm for a ten-year period.

4.2. The selected firm will assist with bid specification packages and weekly project management of selected projects.

**5. Submission Requirements**

5.1. Each respondent shall submit one paper copy of their proposal and three (3) copies in PDF format on CD or Flash Drives.

5.2. Prior to submittal, please ensure the CD or Flash Drive is clearly marked with the project name and that the contents are readable.

5.3. Proposals shall be submitted in an envelope clearly marked "SCHOOL RENOVATION DESIGN SERVICES: RFQ 2019-210" 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.

**6. Evaluation Criteria**

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

6.1. Demonstrated success on projects of similar scope and completed without major legal or technical problems;

6.2. Qualifications of individuals assigned to the project team;

6.3. Relevant experience, (North Carolina school design preferred);

6.4. Experience with sustainable design;

6.5. Capacity of firm and key project personnel to complete this project in a timely manner, given current workload;

6.6. Relevant and easily understood response to proposal;

6.7. References from completed projects.

**7. Interview**

7.1. A team consisting of District staff will evaluate all proposals.

7.2. Interviews are tentatively scheduled for March 21, 2019.

7.3. Key members of the design team and subcontractors will be expected to participate in the interview.

7.4. Short-listed firms should be notified on March 15, 2019.

**8. 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.

**9. 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.

**10. Questions**

12.1 Questions or comments regarding this Request should be directed to Sara Pitts, Interim Chief Operations Officer at sara.pitts@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 “SCHOOL RENOVATION DESIGN SERVICES: RFQ 2019-210” 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, Wednesday, Thursday, March 7, 2019. Responses will be posted to the district RFP/BID website prior to noon on Friday, March 8, 2019.

**At a Glance**

Subject: SCHOOL RENOVATION DESIGN SERVICES: RFQ 2019-210

Critical Dates: Questions deadline: 12 noon EDT, March 7, 2019  
Proposal Deadline: 12 noon EDT, March 13, 2019

Contact: Sara Pitts, Interim Chief Operations Officer  
sara.pitts@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)