



North Carolina
Mr. Chad Calhoun, Superintendent

Mitchell County Board of Education

72 Ledger School Road
Bakersville, North Carolina 28705
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Board Members
Brandon Pitman, Chairperson
Pam Pitman, Vice Chairperson
Brenda Sparks
Alan English
Sam Blevins

REQUEST FOR QUALIFICATIONS: PROCUREMENT OF DESIGN-BUILD SERVICES Issue Date: Monday, March 18, 2025

The Mitchell County Board of Education (the "Board") announces the requirement for Design-Build services relating to the renovation, repair, and reconstruction of the buildings and other improvements located at 72 Ledger School Road, Bakersville, NC 28705 for the purpose of housing the Mitchell County Schools (MCS) central administrative offices (the "Project").

The Board is hereby soliciting responses from capable and experienced firms or combinations in providing architectural, engineering, and construction services for the Project (the "Design-Builder"). It is incumbent upon the Design-Builder to form a team that fully addresses the needs and requirements of the Owner to construct the Project. Design-Builder services will be procured through a qualification-based selection process in accordance with G.S. §§ 143-128.1, 143-64.31, and G.S. 115C-277. The Board encourages proposals by historically underutilized businesses (HUBs) in addition to minority- and woman-owned businesses, pursuant to its policies and as defined in North Carolina law.

Project Description/Scope of Work: Provide Design-Builder services, including but not limited to, preconstruction/cost estimation, materials/equipment procurement and construction services for a central administrative offices building of approximately 15,000 square feet; the full scope of which is still to be determined based on the Project budget and approval by the Board of Education. Total Project budget is estimated at approximately **\$5,000,000**. The Design-Builder will be expected to work frequently and efficiently with the Board and its administration concerning design, value engineering, constructability, and contract administration.

Other Project Requirements: The Design-Builder shall work in cooperation with school administration and staff to construct central administrative offices in line with MCS administration and programmatic needs, schedule, standards, goals and budget endorsed by the Board of Education. The Design-Builder shall demonstrate experience working with authorities having jurisdiction (AHJs) and the capability to integrate an efficient traffic configuration, civil and stormwater design, programming, life cycle costs analysis, daylight and energy modeling curriculum. The project may seek environmental and energy certification through a nationally recognized program such as LEED, CHIPS, or Energy Star.

Anticipated Project Schedule: Deadline for receipt of responses is **Friday April 4, 2025 at 3pm**. A short list of three firms will be determined and ranked; the Mitchell County Board of Education or an appointed committee may interview select design teams with a selection anticipated at the Board of Education's regular meeting on April 24, 2025.

Request for Qualification Phase Schedule	Date
RFQ Distribution	March 18, 2025
RFQ Submission Deadline	April 4, 2025
Identification/Ranking of Respondents	April 4, 2025
RFQ Readvertisement (in event of >3 responses)	April 9, 2025
2 nd RFQ Submission Deadline	April 16, 2025

Notice of Intent to Award Contract	April 24, 2025
Design-Build Phase	TBD
Substantial Completion	Prior to the start of the 2026-2027 Academic Year

Submission Requirements:

The response shall contain no less than the following:

- Provide 3 sets of submittals in an 8½" x 11" hardcopy format, not to exceed 15 sheets, double- or single-sided; and 1 electronic submittal, on flash drive.
- A letter of interest and statement summarizing the entire team's composition, interest, qualifications and experience, and special qualifications for this type of work.
- A listing of specific team members, their respective positions in their firm and role in performance of the design and administration work anticipated to be shown in an organization flow chart. The lead designer for each specialty must be clearly identified.
- A listing of similar type of work performed by your firm with client references.
- Photographs, graphic illustrations, and reports from similar work and projects.
- Experience achieving LEED, Energy Star, CHIPs, or other certification programs documenting energy efficiency, IAQ, and environmentally responsible design, construction, and operation.
- Experience and efficiency working with AHJs, NCDPI, NCDOT, and other entities normally involved in the development of standards and in the design and review process for school construction.

Selection Criteria:

In selecting a Design-Builder, the selection committee will consider qualification factors including:

1. Specialized or appropriate expertise in this type of school project
2. Past performance on similar projects
3. Adequate staffing and proposed design or consultant team for the Project
4. Current workload and previous State projects awarded
5. Proposed design approach for the Project including design team and consultants
6. Recent experience and project costs and schedules
7. Construction administration capabilities
8. Familiarity with the location of where the Project's construction will occur
9. Record success in completing similar projects without legal or technical problems, within budget, and on schedule

Scoring Rubric The Board will consider the following criteria (maximum points indicated in parentheses) to identify the short-list of three best-qualified Respondents:

1. Firm's Strength and Capacity (15 points)
 - a. Firm(s) strength and history (5 points)
 - b. Financial strength (5 points)
 - c. Firm(s) capacity (5 points)
2. Firm/Team's Competence and Experience (35 points)
 - a. Common experience (5 points)
 - b. DB experience (10 points)
 - c. Qualifications of key personnel (20 points)
3. Firm and Team's Capability to Perform Project (30 points)
 - a. School or other similar experience (10 points)
 - b. Ability to meet the program, design, and construction quality standards required by the State and the Board (20 points)
4. Overall quality of submission, including conceptual renderings and past project profiles (20 points)

Only the information included in the Responses will be used to rank and select the finalists who will be offered the opportunity to interview.

Questions: Design-Builder services shall be rendered pursuant to the terms of the Design-Build Institute of America (DBIA) forms 525 and 535, except as otherwise varied and agreed to by the parties. All questions, inquiries, and submittals shall be made only to:

Kevin Huskins
Assistant Superintendent
Mitchell County Schools
72 Ledger School Road
Bakersville, NC 28705
Phone: 828-766-3437
Fax: 828-766-2221
Email: kevinhuskins@mhslive.net

Under no circumstances shall contact be made with other Mitchell County Schools personnel or members of the Mitchell County Board of Education regarding this Request for Qualifications and selection process. Based upon interviews, a firm and alternate will be named followed by negotiations for a service fee. If an agreement with the named firm cannot be completed, negotiations with the alternate shall commence.

Reference the Mitchell County Schools website at <https://www.mcsnc.org/> for additional information.

End – RFQ: Procurement of Design-Build Service