



# **REQUEST FOR QUALIFICATIONS**

## **PROJECT MANAGEMENT SUPPORT SERVICES NEW HIGH SCHOOL**

**QUESTION DEADLINE: 2:00 p.m. EST, February 21, 2025**  
**PROPOSAL DEADLINE: 3:00 p.m. EST, February 28, 2025**

## **REQUEST FOR QUALIFICATIONS**

### **Project Management Support Services**

#### **MARTIN COUNTY SCHOOLS, NORTH CAROLINA**

The District requests Statements of Qualifications for Project Management Support Services for a new school facility project (9-12 high school). This request for qualifications (RFQ) solicitation does not commit the District to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for these services.

For information purposes, this RFQ includes the following information on the following items:

- 1) Project site: Pending selection and acquisition by Martin County.
- 2) Project scope: Martin County Schools (NC) is soliciting proposals for the design and construction of a new 900 to 1000 student 9-12 high school. The school will comply with general program guidelines set forth by the North Carolina Department of Public Instruction. NCDPI provides technical assistance and authorization of state funding for school construction.
- 3) Anticipated project budget: Estimated up to \$62,000,000.
- 4) Project schedule: Estimated project start date of November 2025 and an estimated project completion date of November 2027.
- 5) Qualifications selection criteria and criteria weighing: MCS will evaluate the proposals using the following criteria.
  - Provide a statement of your firm's qualifications, including general information and any history of the firm deemed necessary. Also, include comments about the capacity to take on this work.
  - Describe your experience with this project type, including programming, planning, procurement, financing, and delivery of the scope within schedule and budget.
  - Describe your experience with facilitating value engineering and constructability reviews during the project pre-construction phases.
  - Describe your experience and process for evaluating progress and performance during construction.
  - Provide three (3) references for similar services provided to other clients. Include contact information that MCS can use to connect with clients.
- 6) Notice of the District's rules, ordinances, or goals, including goals for MWBE and small business participation: The District encourages use of small, women and Historically Underutilized Businesses however no specific percentage has been approved for this project; the state goal of 10% minority business participation shall prevail unless otherwise

approved prior to bidding. All Board of Education Policies and Procedures shall apply to this contract.

7) Each Offeror shall submit its proposal to the address listed below.

**DELIVER PROPOSALS TO:**

Dr. Michelle White  
Superintendent  
407 East Boulevard  
Williamston, NC 27892  
(252)792-1575  
[mwhite@martin.k12.nc.us](mailto:mwhite@martin.k12.nc.us)

Please use the above contact and do not contact other staff or elected officials in regard to this procurement process. Improper contact may result in the disqualification of your proposal.

**Number of Copies and Due Date**

Ten (10) copies, as well as a thumb drive with digital copy, are due by 3:00 p.m., February 28, 2025. Statements of Qualifications/Proposals received after that time will not be considered. Copies via email will not be accepted. Copies via email will not be accepted. The district is not responsible for late submissions. Mark the outside of the package with a label titled “**NEW High School Project Management Services Proposal**” with the due date.

**Scope of Services**

The scope of services shall include, but may not be limited, to the following:

- Design Phase monitoring procedures.
- Design Team and Contractor Selection
- Project Management Plan with the Plan updated as required at all phases.
- Project Milestone Schedule (Critical Dates)
- Design Phase Coordination, including monitoring and facilitating the design schedule and participating in design progress meetings.
- Provide limited design and constructability review.
- Monitor and report on the Design Phase Schedule
- Facilitate and/or participate in cost adjustment sessions (coordinate estimates as needed)
- Facilitate and/or participate in trade-off studies (typically for cost reduction or material availability)
- Provide routine cost monitoring and update cash flow forecasts (cash flow projection reports)
- Provide monthly project status reports.

- Collaborate with MCS on public relations activities and community engagement.
- Attend job site meetings; perform a minimum of weekly construction observation inspections.
- Identify in writing any non-conforming work.
- Review and recommend monthly progress payments
- Facilitate and/or participate in development of recovery schedules, if needed
- Establish change order monitoring system (log) and link to Project Status financial report.
- Evaluate and recommend cost proposals for changes to the project.
- Assist with negotiation of change orders and/or claims; summarize claims analysis.

In addition to Scope of Services “standards,” PM shall:

- Assist with necessary governing body approvals.
- Ensure all debt instruments (bonds, sureties, and other agreements) are in place in accordance with LOI.
- Ensure allocation and completion of site work.
- Attend community engagement meetings.

**Other Conditions:**

- A. The District reserves the right to cancel or reject any or all proposals and to negotiate and award a contract deemed to be in the District’s best interest.
- B. The District shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the District for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the County/District harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.
- C. The District is not required to enter into a contract with any Offeror if not entering into such a contract deemed by the District in the best interest of the District.
- D. The Offeror certifies that to the best of its knowledge no employee of the District nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal.
- E. This public body does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- F. After selection, and prior to contract signing, the firm will be required to provide proof of licensing and insurance, and other requirements per District policy and State law.

### **Submitting Confidential Information**

Each proposal becomes the property of the County/District and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute § 66-152 *et seq.* To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.