

**PLANNING FOR PROGRAM, COST ANALYSIS,  
AND BUDGET  
NEW VOCATION CAREER PATH EARLY COLLEGE HIGH SCHOOL**

**REQUEST FOR QUALIFICATIONS  
PROCEDURE AND PROJECT INFORMATION**

**Procedure:**

This Request for Qualification (RFQ) is designed to comply with all applicable laws and regulations including NCGS § 143-64.31 and all Sandhills Community College (SCC) Board of Trustees policies. The selection committee will review the responses to this RFQ and will rank them based upon demonstrated competence and qualifications in determining the list of firms to be interviewed. Negotiations of the fee and other key contract terms will follow the selection of the firm. If a contract cannot be negotiated with the selected firm, negotiations with that firm will be terminated and initiated with the next ranked firm. Companies wishing to submit for consideration should follow the procedures established herein.

A Statement of Qualifications along with Standard Form 254, must be submitted to Sandhills Community College Administrative Offices, Attention Mr. Steven Garner, Facilities Director; 3395 Airport Road, Pinehurst, North Carolina, 28374, before 4:00pm, September 23, 2024. Statements of Qualification received after that time will not be considered.

**Project Information:**

This request is for the development of the program of response, budget, campus design standards, and preferred systems of a New Vocation Career Path Early College High School to serve the students of Moore County, North Carolina. The new school will be constructed on the current SCC campus in Pinehurst, North Carolina, location to be determined. Along with providing for the instruction of core required courses, the new school will provide Career and Technical Education instruction to support the needs of employers in Moore County.

The project Scope of Service shall include, but not necessarily be limited to the following:

- Develop the Program of Response;
- Develop the Project Budget;
- Develop project schedule through occupancy of the new school;
- Develop the campus design standards; and
- Develop the preferred building components and systems.

The selected firm is to provide complete services and process to engage with all user groups to develop the program, budget, and standards for the new school to define the project information and requirements that will be used to define the project and requirements for design and construction. A request for qualifications will be issued at the completion of planning work for the selection of an architect/engineer to design the new school.

## Selection Criteria & Format of Proposal

The criteria in the Statement of Qualifications form will be used by the selection committee to evaluate your submission. Please note it is very important that you follow the exact order when responding to each item on the form. Provide seven copies of your submittal and one electronic copy on a thumb drive.

***Submittal Minimum Requirements: Each shall be prepared simply and economically, and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response.***

1. Consultants Introductory Letter of Interest: This document should be prepared and signed jointly by the Partner-in-Charge, a statement in narrative form that allows personal expression as to:
  - a. Why you believe your firm and the individuals assigned are aptly suited to perform the services for Sandhills Community College.
  - b. What special qualities/attributes you and your firm possess that would render superior performance on this scope of work.  
***Please limit your narrative to one letter-size page.***
  
2. Additional Information Required:
  - a. Provide a Project Approach that clearly and thoroughly demonstrates your firm's familiarity with the project and its objectives. This narrative should present a comprehensive overview of the primary (and any contingent secondary) tasks required to complete the project, from start to finish. Include a detailed discussion of the key elements that could, in the consultant's opinion, affect the success of the project.
  - b. Comment on your firm's approach to establish budgets on projects.
  - c. Provide resumes for key personnel who will be assigned to the project with this type of experience, including those of any consulting firms on the team.
  - d. Comment on your firm's qualifications, including general information and brief history of the firm, a chronology of the firm's origin through its current status and any changes in ownership, locale, or addresses since its inception.
  - e. Comment on the areas you would utilize consulting services of other firms, which firms you would consider including on your team, your history with the firm and individuals, and why they are best suited for working with you and Sandhills Community College.
  - f. If your firm or any identified consulting firms have been involved in any litigation with any community college systems or school districts or contractors within the last five (5) years, provide a list identifying the issues and the resolution.
  - g. You are encouraged to include qualified MWBE firms on your team, preferably those within the community. It is the policy of the Sandhills Community College to provide businesses owned by minorities' equal opportunity to participate in all aspects of the college's contracting and purchasing programs, including but not limited to participation in procurement contracts for services, materials, supplies and equipment, and contracts for the construction, renovation or repair of facilities and equipment.

3. Related Work Experience: Comment on your K-12 school and community college experience. Provide a list of the five (5) most recent K-12 school and community college projects on which your firm has provided consulting services for the development of a program, budget, schedule and campus standards. Indicate the level of school, type and magnitude of work, completion date, and the name of the school or entity. “Your firm” in this instance refers to the local office, not the corporate composite. Providing this information constitutes the respondent’s invitation for Sandhills Community College to contact the persons listed.
  - a. The list shall include:
    - i. Name of Owner/Client
    - ii. Owner Contact Information (name, address, phone, email)
    - iii. Name and Brief Description of Project
4. Evaluation Criteria: The Review Committee will use a qualifications-based selection process to select the most qualified Respondent using a weighted scoring system to evaluate proposals on the following criteria. In addition to content and adherence to the proposal requirements, the Review Committee will acknowledge creative effort, innovative ideas, and the thoroughness of responses. However, the submission of extraneous or unsolicited information beyond what is reasonably necessary to demonstrate relevant project experience, professional competency, and adequate resources is discouraged. Similarly, submittals that are incomplete or lacking in the required elements will be disqualified.
5. Submission Materials: The physical size of all submission materials shall be limited to an 8 ½” by 11” format, bound securely, printed on both sides. Please avoid redundant and repetitious materials. Limit submission to 20-pages printed both sides.

### **Schedule for Request for Qualifications and for the Project**

The following are critical dates for the RFQ process and the project completion:

- September 30, 2024 – Notification to firms short-listed to interview.
- October 1<sup>st</sup> – 4<sup>th</sup> - 2024 - Interviews scheduled
  - Each firm allotted 30-minutes to present their project approach, plan to accomplish the scope of service, and other information and 15-minutes of questions from the panel. Following the final presentations, the panel will compare rankings and recommend a firm to the SCC Board of Trustees
- Board of Trustees will enter into negotiations for contract with the best qualified firm.

### **Questions:**

Questions regarding this RFQ must be submitted by 4:00 PM, September 13, 2024 via E-mail to Mr. Steven Garner [garners@sandhills.edu](mailto:garners@sandhills.edu) All questions will be answered in writing by the end of the day September 16, 2024 and posted on the Sandhills Community College website along with this RFQ.