



TRANSYLVANIA COUNTY SCHOOLS

225 Rosenwald Lane, Brevard, NC 28712-3299
828-884-6173 | www.tcsnc.org
Dr. Lisa Fletcher, Superintendent

Board of Education
Tawny McCoy, Chair
Kimsey Jackson, Vice Chair
Tanya Dalton
Bryan O'Neill
Chris Wiener

Transylvania County Public Schools is accepting submittals for design services related to small renovation and construction projects (<\$750,000), from qualified Firms interested in providing on-call professional architectural design, civil engineering, surveying and/or geo-technical consulting services (a "Service" or "Services", as the case may be) associated with the planning, design, bidding, construction administration, and plan review of various public infrastructure projects throughout the school system. Firms may submit qualifications for a single Service, multiple Services, or all of the Services. Firms should have the ability to deliver the Services on time, on budget, within the criteria and constraints identified by this document. This Request for Qualifications ("RFQ") provides complete information on the Services being sought, the submittal requirements, and timeline. The On-Call agreements will be utilized on an as-needed basis for up to a three-five year period in the following disciplines:

- Architectural
- Civil Engineering / Landscape Design
- Mechanical, Electrical, Plumbing (MEP) Engineering
- Materials Testing / Geotechnical Engineering
- Surveying

The school system will choose between 1 to 2 firms for each discipline.

The Statement of Qualifications (SOQ) should include a cover letter, a firm overview, an organization chart for these services with key resumes, related project experience, and references. The cover letter should clearly state which disciplines are being pursued. SOQs should be limited to 15 pages for a single discipline with an additional allowance of 3 pages per multiple discipline.

Please submit by email to kputnam@tcsnc.org and it is the submitter's responsibility to confirm receipt, by 2pm on October 20th, 2023.

Late submittals will not be accepted. TCS reserves the right to accept or reject any or all submissions, waive technicalities, and make decisions as it deems in its own best interest. This RFQ does not obligate the system to pay any cost incurred by Firms in the preparation and submission of a submittal, nor does it obligate the system to accept or contract for any expressed or implied services.

Questions regarding the submittal specifications should be directed to Kerry Putnam, Director of Facilities, in writing, at kputnam@tcsnc.org no later than 10 days prior to the submittal deadline, with responses returned at least a week prior to deadline..

SECTION 1: SCOPE OF SERVICES

A. SCOPE OF SERVICES

The scope of on-call services may include, but not necessarily be limited to, the following:

- Preparation of design plans and specifications for public improvement projects including streets, utilities, stormwater, bicycle and pedestrian pathways, sidewalks, crosswalks, curb ramps, parks, new facility design, and existing facility renovations, upfits, and re-designs.
- Provision of advertisement, bidding, and construction administration services.
- Provision of construction observation and inspection services.
- Provision of environmental engineering, geotechnical, and consulting services, including the preparation of studies and assessments.
- Provision of environmental and transportation resiliency consulting services.
- Provision of permitting services not limited to NCDOT Encroachment and driveway permits, State stormwater and erosion control permits, FEMA Floodplain permits, and permits related to facility construction.
- Provision of surveying, mapping, and modeling studies.
- Preparation of legal descriptions, boundary surveys, and other associated survey documents that may be needed for title preparation, deeds, easement, and right-of-way purposes.
- Preparation of GIS maps and collection of field data associated with asset mapping or record data.
- Review and preparation of mapping and modeling scenarios and studies.
- Preparation of Engineering and Construction cost estimates.
- Preparation of grant applications and administration of grant projects.
- Attendance and facilitation of meetings and public hearings with the school board and any other relevant parties.
- Preparation of various transportation studies, including traffic impact analyses and administration of transportation projects.
- General Engineering Services as assigned.
- All services provided should be in compliance with Title II of the Americans with Disabilities Act (ADA)

Upcoming projects may include but are not limited to:

- Resurfacing, repaving
- Facility design/renovation
- Roof Repair
- Storm Water
- HVAC

B. GENERAL INFORMATION



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The RFQ will be advertised on our website so that it is open and competitive for all interested qualified Firms. When responding to this RFQ, please follow all instructions carefully and exactly as directed. Firms should not deviate from the format, quantity, or content specified in the RFQ. Please submit documents according to the outline specified. Failure to follow these instructions may result in a submittal being considered non-responsive and may be eliminated from consideration. Firms are also advised not to provide brochures, marketing, advertising, or any other unspecified promotional materials with specified required documents.

Negligence or error on the part of any Firm in preparing its submittal confers no right of modification of their submittal to this RFQ after the designated submittal deadline. Failure to return the required documents and information specified in this RFQ may result in a determination that the submittal is non-responsive. All costs associated with preparing a submittal, including any mailing costs, publishing cost, etc. will not be reimbursed by the school system.