

REQUEST FOR QUALIFICATIONS

Architectural/Engineering Services

Description of Projects: The Alleghany County Board of Education in conjunction with the Alleghany Board of Commissioners, in Alleghany County, North Carolina, is soliciting Requests for Qualifications for Architectural/Engineering Services. The proposed project includes the following:

- To conduct an evaluation and study of the prospective site suitable for potential design construction for a new recreation complex located in Alleghany County, NC.
- To provide the Board of Education and the Board of Commissioners with a Design and Contract Administration for the prospective sports complex after the requested site study has been reviewed and evaluated accordingly.

Applicants should have extensive knowledge of design and have contract administration experience. Applicants need to demonstrate attention to detail as it relates to the addition of a sports complex in Alleghany County, NC.

Alleghany County Board of Education and Alleghany County Board of Commissioners may select a single firm for the project or may choose to select separate firm(s) accordingly or make no selection at all. If a firm(s) is selected, the firm will be employed by the Alleghany County Board of Education and will work in conjunction with the Director of Facilities.

For this Request for Qualifications, Alleghany County Board of Education is the owner and user of the subject facility identified.

Each response is to provide information which will allow evaluation of the following.

- A. Past Performance.
- B. Qualifications of professional personnel proposed for the project.
- C. Demonstrated ability to meet time and budget requirements.
- D. Location of the firm.
- E. Recent, current, and projected workloads of the firm.
- F. Related experience on similar projects.

An Architect/Engineer Questionnaire is attached and must be completed and returned with all proposals.

A short list will be developed for interviews. Notification of the firm(s) selected for interviews will be provided accordingly.

A-1. Purpose: The RFQ provides interested firms with a general understanding of the proposed project enabling the firm(s) to prepare and submit such response for consideration by the Alleghany County Board of Education and the Alleghany County Board of Commissioners for the design, contract administration and construction management of new recreation complex.

A-2. Issuing Office: This RFQ is issued by the Alleghany County Board of Education; 85 Peachtree Street, Sparta, NC 28675. Questions regarding the RFQ should be addressed to Sid Carrier, Director of Facilities at the above address, by phone at 336-372-4345 or electronically sent to sid.carrier@alleghany.k12.nc.us

A-3. Type of Contract: A contract may be negotiated with the most qualified firm(s) at a compensation which is stable, fair, and reasonable to the Board of Education and the Board of Commissioners. If a satisfactory contract cannot be negotiated with any of the firm(s), this RFQ shall be considered terminated.

A-4. Proposals. The Alleghany County Board of Education and the Alleghany County Board Commissioners reserves the right to select the firm(s) which it deems to offer the best overall proposal taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project(s); (c) location of firm; (d) recent, current, and projected workloads of the firm; and (e) related experience on similar projects. The attached Questionnaire must be completed and returned additionally. Based on these evaluations, the selection of firm(s) for interviews shall be conducted. These selected firm(s) will constitute the short list. Interviews with the selected firm(s) will be held at a date, time, and place to be determined. The Alleghany County Board of Education and the Alleghany Board of Commissioners will be making the determining decision as to whether a proposal has or has not met the requirements of this RFQ.

A-5. Incurring Cost: The Alleghany County Board of Education and the Alleghany Board of Commissioners is not liable for any cost incurred by firms responding to this request.

A-6. Response Date: To be considered, submittals must be received by **April 2, 2026, at 2:00 P.M.** Firms mailing proposals should allow normal mail delivery time to assist in securing a timely receipt of their submittals. Firms should provide five (5) copies and one (1) electronic copy of the submittal. Please send to David Spicer, Senior Project and Operations Manager, PO Box 366, 348 S. Main Street, Sparta, NC 28675. **The outside of the envelope or package must be clearly labeled as RFQ for Ballfields.**

A-7. Acceptance of Submittal Content: The contents of the submittal of the successful firm(s) may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in cancellation of the award.

A-8. Economy of Preparation: Submittals should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements for the RFQ. Emphasis should be on completeness and clarity of content.

A-9. Firm Responsibilities: The selected firm(s) will be required to assume responsibility for all services offered in its proposal whether it produces them. Firm(s) shall be responsible to adhere to all federal, state, and local laws, regulations and ordinances, etc., and if the request submittal results in a contact award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

A-10. Presentation Schedule: To be determined.

ARCHITECT/ENGINEER QUESTIONNAIRE

Please complete and return with your response to the RFQ. This questionnaire may be retyped to allow for sufficient response space.

1. Firm: _____

2. Is this a joint venture? If yes, why?

3. Legal Address: _____

4. Contact Person: _____

5. Telephone and email address:

6. Firm Principals: _____

7. Other Key Personnel: _____

8. Outside associates/consultants proposed for this project:

9. List three (3) of your firm's projects that are similar to the proposed projects in this RFQ.

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

10: Identify the experience of your firm in providing Construction Management on similar projects.

11. Professional personnel proposed for the project: Name: _____

Title: _____ Experience: _____

Name: _____

Title: _____ Experience: _____

Name: _____

Title: _____ Experience: _____

12. Describe how your firm is different than other firms submitting for these projects.

