

**Currituck County Schools**  
2958 Caratoke Highway  
Currituck, NC 27929

**DESIGN-BUILD REQUEST FOR QUALIFICATIONS**

**INSTRUCTIONS:**

Pursuant to N.C. Stat. Sec. 143-142.A1, Currituck County Schools (Referred hereafter as “CCS”) is seeking proposals from qualified design-builders to replace the walk-in cooler/freezer system at Griggs Elementary School. The intent of this RFQ is to select a design-builder based upon qualifications and cost to provide design and construction services for the replacement of the walk-in cooler/freezer at Griggs Elementary School. The design-builder team shall possess the appropriate North Carolina general contractor and architect/engineer licensure.

Design-Builders wishing to submit for consideration should follow the guidelines established herein. Three copies of the design-builder’s Statement of Qualifications responding to the items in the attached Exhibit A, along with supporting documentation, should be submitted to Currituck County Schools, 2958 Caratoke Highway, Currituck, NC 27929, by **2:00 p.m. on March 11, 2025**. The envelope should clearly reference “Design-Build RFQ.” An electronic copy of the response to the Statement of Qualifications shall be sent to Matthew Mullins at [mmullins@currituck.k12.nc.us](mailto:mmullins@currituck.k12.nc.us) with a copy to Becky Daughtrey at [rdaughtrey@currituck.k12.nc.us](mailto:rdaughtrey@currituck.k12.nc.us). Statements of Qualifications received after the above deadline will not be considered. Questions regarding this RFQ should be submitted in writing to Matthew Mullins at [mmullins@currituck.k12.nc.us](mailto:mmullins@currituck.k12.nc.us) with a copy to Becky Daughtrey at [rdaughtrey@currituck.k12.nc.us](mailto:rdaughtrey@currituck.k12.nc.us).

**1. Proposed Project/Scope**

- A. Griggs Elementary School – Remove the existing and replace the walk-in cooler/freezer combo measuring approximately 16’-4” X 9’-8” X 8’-7” high with a floor. **Needs:** We would like to replace the walk-in cooler/freezer combo. All energy management controls disconnection, modification, re-connection to be included. The school system currently intends to issue to notice to proceed with the work on June 16, 2025 and to allow 30 days for the completion of the work, but these dates are subject to negotiation with the selected design builder. The walk-in cooler/freezer combo shall have a minimum performance and materials warranty of at least 3 years.

Work will be completed in a timely manner acceptable to CCS in full compliance with the terms and conditions of any contract, including any documents incorporated by reference.

**2. Professional services Required**

Design-builders will provide turnkey design, contract administration, and construction services for the above-referenced projects.

### **3. Schedule**

Release of RFQ: 02/25/25

RFQ responses due: 03/11/25

Notification of interviews: 03/13/25

Interviews: TBD

Anticipated Selection: TBD

The official schedule for review, selection and approval of the proposals will be determined following the receipt of proposals.

### **4. Selection Criteria & Format of Proposal**

The criteria in the Statement of Qualifications (Exhibit A) will be used.

### **5. Additional Information**

The Currituck County Schools has two policies addressing participation by Historically Underutilized Businesses (Board Policy 6402) and Participation by Minority Business (Board Policy 9125). Both policies can be viewed on the school system's website at <https://boardpolicyonline.com/?b=currituck>. To the extent applicable, the selected vendor will be required to abide by these policies and any other applicable state laws regarding participation by minority-owned and women-owned businesses.

## Exhibit A

**Currituck County Schools**  
2958 Caratoke Highway  
Currituck, NC 27929  
**STATEMENT OF QUALIFICATIONS**

The project includes the removal and replacement of the walk-in cooler/freezer combo at Griggs Elementary School as described in the Request for Qualifications. The following criteria will be used to select firms for interview and the final selection. Please address the following in your submissions:

- **Expertise and past performance with K-12 projects:**
  - Provide a list of all public K-12 school system walk-in cooler/freezer replacement projects you completed in North Carolina in the last five years, including the name of the owner, the scope of the project, and the contract amount: \_\_\_\_\_
  - Identify which of these projects were design-build contracts: \_\_\_\_\_
  - Describe your experience in determining life cycle for walk-in cooler/freezer components and systems: \_\_\_\_\_
  - Describe your experience designing and constructing public projects in coastal locations: \_\_\_\_\_
  - List your licensed contractors, licensed subcontractors, and licensed designers for the projects (provide resumes for the key design and construction representatives): \_\_\_\_\_
  - What is the current workload of the design team? \_\_\_\_\_
  - What is the current workload of the contractor(s)? \_\_\_\_\_
  - You may include any letters of recommendation.
- **Contract Performance:**
  - For each project listed in Section 1, what was the owner's initial budget compared to your actual design-build contract amount, including any change orders? \_\_\_\_\_
  - What were the change order amounts for each of project listed in Section 1 above provided as a percentage of the original contract amount? \_\_\_\_\_
  - Have you had any legal issues or system performance issues with the walk-in cooler/freezer projects listed in Section 1 above (Yes/No)? \_\_\_\_\_  
If yes, please include an explanation.
  - Provide your MWBE participation on each of the projects listed in Section 1: \_\_\_\_\_
  - Provide the *original* contract substantial and final completion dates for each project listed in Section 1 above, and the actual substantial and final completion dates, including explanations for any time extensions approved in writing by the owner extending the original contract completion dates: \_\_\_\_\_
  - You may include any letters of recommendation.
- **Current Projects:**
  - Provide a list of all your current public K-12 public school walk-in cooler/freezer projects that are currently under design or construction in North Carolina, including a contact person for the local school system, the current status of the project, and the project budget.

- **Proximity to, and familiarity with, the area where the project will be located:**

- Do you have an office within seventy-five miles of Currituck County, North Carolina (Yes/No)? \_\_\_\_\_
- Where is the closest office to Currituck, NC? \_\_\_\_\_
- Are you familiar with North Carolina building codes and ordinances (Yes/No)?
- How many public projects have you completed in the last 5 years within 75 miles of Currituck County, North Carolina? \_\_\_\_\_

- **Project Team Selection Method:**

- Identify the project team, including licensed contractors, licensed subcontractors, and design professionals you intend to use for the project. To the extent the entire team has not been identified, please explain how you intend to procure the remaining project team members.

- **Cooler/Freezer Components and Estimated Costs**

Please provide responses to the following questions regarding the components of your typical or proposed walk-in cooler/freezer components for a K-12 public school project:

- The gauge and materials for the interior and exterior finishes;
- The type and construction of flooring, including floor panel type, thickness of panels and other flooring components, and pound rating per square foot;
- Description of threshold plate, including whether it is heated or not;
- Type and characteristics of door hinges;
- Type, size and characteristics of doors;
- Type and thickness of any threadplate protector;
- Type and size of the light fixture in the freezer;
- Type and size of the light fixture in the cooler;
- Type of monitoring system, including temperature display, high/low temperature alarms, and light management;
- Type, size, and thickness of any angle trim strips; and
- Type, size, and thickness of any closure panels.

Based upon the components listed above, what is your estimated cost for the turnkey removal of the existing walk-in cooler and freezer (16'-4" X 9'-8" X 8'-7" high with a floor), the design of a replacement freezer and cooler, and the construction and installation of the new freezer and cooler, including any general, electrical, and other construction work that may reasonably be required.

I certify that the preceding and referenced information is accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title