



**Board of Education**  
*Karen Blevins, Chairman*  
*Kelby Cody, Vice Chairman*  
*Kevin Barnette, Member*  
*Keith Ray, Member*  
*Barbara Wyatt, Member*

**Superintendent:**  
*Dr. Will Hoffman*

## REQUEST FOR QUALIFICATIONS PROCUREMENT OF ARCHITECTURAL & ENGINEERING SERVICES

The Madison County Board of Education (hereinafter "Board") has approved design-work related to the repair of the Madison High School Stadium (home side) and press box. A section of the home side has been determined unsafe for use and the Board is seeking an architect to evaluate any current structural issues, design repairs, and assist the owner in overseeing the repairs.

The Board is hereby soliciting responses from capable and experienced architectural/engineering firms. It is incumbent upon the Architect to form a team that fully addresses the Owner's needs and requirements. Design services will be procured through a qualification-based selection process, without regard to fee, in accordance with G.S. 143-64.31, G.S. 143.64.32 and G.S. 115C-521.

The A/E Design Team shall work in cooperation with the Madison County Schools' Superintendent to design the Project in line with the Board's needs, schedule, standards, goals and budget. The A/E Design Team shall demonstrate experience working with AHJ's (i.e., Authorities Having Jurisdiction: EPA, DENR, Building Inspector, NCDPI, etc.).

Deadline for receipt of responses is April 24, 2020 at 3:00 p.m. The Board shall make a selection as soon as possible. The Board may or may not interview firms submitting proposals.

The response shall contain no less than the following:

- A letter of interest and statement summarizing the entire team's composition, interest, qualifications and experience, and special qualifications for this type of work.
- A listing of specific team members, their respective positions in their firm and role in performance of the design and administration work anticipated to be shown in an organization flow chart. The lead designer for each specialty must be clearly identified.
- A listing of similar type of work performed by your firm with client references.
- Photographs, graphic illustrations and reports from similar work and Project.
- Experience and efficiency working with AHJ's, NCDPI, NCDOT and other entities normally involved in the development of standards and in the design and review process for school construction.
- Certifying that the entity or any affiliated entity is not, nor has ever been, debarred from doing business with the State of North Carolina.
- A schedule showing past project completions.
- A statement noting the entity's proximity to and familiarity with the area where the Project are located.

Due to the closure of schools because of the Covid-19 pandemic, all interested firms may submit their response electronically to the email address below. Other methods of delivery are acceptable, but please verify method of delivery prior to sending. Visits to the stadium are by appointment only. To visit the stadium, contact Andy Gregg, Maintenance Director at 828-206-1685.

Professional services for each team will be rendered using a modified architect/owner contract. All questions, inquiries and submittals shall be made only to:

Michael Wallin  
Chief Financial Officer  
Madison County Schools  
5738 US 25/70 Hwy., Marshall, NC 28753  
828-649-9276 ext. 10121  
mwallin@madisonk12.net

Under no circumstances shall contacts be made with other Madison County Schools' personnel or members of the Board regarding this Request for Qualifications and selection process. Based upon qualifications, a firm and alternate will be named followed by negotiations for a service fee. If an Agreement with the named firm cannot be completed, negotiations with the alternate shall commence.