



# HAYWOOD

## COUNTY SCHOOLS

MAINTENANCE  
401 Farmview Drive, Waynesville, NC 28786  
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Maintenance Director: Zachary Shoaf

**To:** *Interested Qualified Firms*

**From:** *Zachary Shoaf, Maintenance Director*

**Date:** *Sep 8, 2023*

**Subject:** *Request for Qualifications - RFQ 7-23  
Haywood County Schools  
Architect Qualifications  
Educational Support Center*

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### RFQ 7-23: Educational Support Center - Architect Qualifications

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Haywood County Schools is requesting and will be accepting qualified proposal submissions from vendors interested in offering Architect services for Haywood County Schools Educational Support Center. The selected vendor will be responsible for the bidding process. The bidding process shall comply with North Carolina Building Code, Underwriters' Rules and Regulations and Federal, State and Local Regulations covering work of this nature. All vendors are allowed and encouraged to include any information in their respective submittals that they might consider relevant to the selection process. The awarded Architect Services will help Haywood County Schools complete up to a three (3) phase Educational Support Center. Phase one will include: Education Center (Board Room, Meeting/Training area) and Instructional Technology Center. Phase two will include: Child Nutrition Facility and Itinerant Staff Offices. Phase three will include Maintenance and Transportation Facilities.

Architect Firm must adhere to the guidelines within these specifications; failure to do so may result in default of payment by the Haywood County Board of Education and/or cancellation of this contract.

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The Statement of Qualifications should include the following:

1. A brief description of the firm and its program of services with emphasis on the architect process.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience. The project experience of the project team and/or related experience within Haywood County. In addition, each project listed needs to have past client contact information.
4. The firm's ability, citing previous completed projects, to provide quality products that remain within budget while also meeting project schedule requirements.
5. A brief description of the Engineering process that the architect firm would use to complete the project.
6. Any other information that might be relevant to the selection process.
7. Additional references.
8. Provide 3 copies of the Statement of Qualifications.

**Qualifications are due:** Friday, September 22, 2023 by 10:00 am EST  
Haywood County School Maintenance  
Attention: Zachary Shoaf  
401 Farmview Drive  
Waynesville, NC 28786

**Location of Work:** 237 Ratcliff Cove  
Waynesville, NC 28786

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As a general guide to prospective proposers, the Professional Services selection procedures adopted by North Carolina, appropriately modified by Haywood County Board of Education, will be employed in this process. All proposals must include all aspects of North Carolina law and Haywood County Board of Education policy. The owner retains the unqualified right to reject any and/or all proposals. The owner may or may not interview potential candidates to assist in the selection process. The selected firm will be qualified and selected based on the information contained in their respective submitted qualification packages.

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As a party wishing to contract or otherwise do business with the Haywood County Board of Education; you must understand that you have a duty (imposed by North Carolina law in 2013), as a condition of payment for goods provided or services rendered, to Comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify). Further, if you provide the goods and services to the County utilizing a subcontractor, you must require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. You are required to verify, by affidavit, compliance of these terms of this Section upon the County's request.

For coordination, the primary contacts for project information will be Zachary Shoaf, HCS Maintenance Director, 828-828-507-7398 or at [zshoaf@haywood.k12.nc.us](mailto:zshoaf@haywood.k12.nc.us) and Geneva Frady, 828-707-8972 or [gfrady@haywood.k12.nc.us](mailto:gfrady@haywood.k12.nc.us)