

## **Request for Qualifications Process for Project General Contractor**

July 14, 2025

### **Project:**

Oxford Preparatory School

New Classroom, Office, Gym, & Fine Arts Building (Innovation Hall)

6041 Landis Rd, Oxford, NC 27565

### **RFQ Submission Schedule:**

All responses to the request for proposal RFP must be received no later than Friday, August 8<sup>th</sup>, 2025, in the office of Andrew Swanner, Executive Director at Oxford Preparatory School. Proposals not received by the specified time and date or that are incomplete will not be given consideration.

Submission address:

Oxford Preparatory School

Attn: Andrew Swanner, Executive Director

6041B Landis Rd

Oxford, NC 27565

What to submit:

- 5 physical paper copies of your response to this proposal
- 1 digital copy

For submittal Questions, please email:

Andrew Swanner

[swannerab@oxfordprep.org](mailto:swannerab@oxfordprep.org)

**Project Scope:**

A new multi-story classroom, office, gym, and fine arts building (Innovation Hall) is planned to be constructed on the existing Oxford Prep School campus. The proposed new building will be approximately 55,000 square feet in size and will be located between the existing Upper School and Lower School buildings on campus.

The new building is planned to be constructed as a steel-framed building, concrete slab on grade, and a low-sloped roof with parapets. The mechanical equipment will be located on the roof and will likely be packaged units. There will be some associated site work required, including utilities, parking, an athletic field and plantings, etc.

**Contract Format:**

The contract shall be the AIA Document A133-2019 CMc, where Construction Manager is also the Constructor with a Guaranteed Maximum Price, excluding changes ordered that may be requested by the owner or architect and approved by the owner. The price will be negotiated with the selected contractor.

Bonding & Insurance: The contractor must be fully bonded and insured for the project.

**Proposed Schedule:**

The following is a general schedule outline for the project.

August 2025	Contractor Selection
Aug 2025 – Feb 2026	Contractor Pre-Construction Involvement
Feb 2026	Submit for Permits & Approvals
April 2026	Construction Start
June 2027	Construction Completed (15 months)

**Selection Criteria:**

The evaluation of proposals submitted by firms will be conducted in accordance with pre-established criteria. The criteria are as follows:

1. License: Contractor must have a NC unlimited General Contractor license. Payment and Performance Bonds are required.
2. Contractor's Proposed Team: Provide a resume and background information for your key proposed personnel for the project.
3. Pre-Construction Services: Experience of the company and the proposed project team in providing pre-construction input and preliminary pricing is very important. The ability to provide preliminary pricing with a partially complete set of plans will be key. Additionally, the contractor's ability to provide value engineering options and solutions if needed.
4. Construction Experience: Evaluation of the contractor's experience and the proposed project team's experience with similar school projects being constructed on an active school campus.
5. The contractor's history and commitment to the "partnering" or team concept is important.
6. Experience and history with the USDA Rural Development guidelines and requirements for this project. The contractor will be required to file certain paperwork throughout the project. The project will need to comply with the Build America Buy America Act (BABAA) of 2022, requiring all project materials to meet these standards.
7. Contractor's references from former clients of similar project types.
8. Time / Schedule: The Contractor's proposed project construction timeline.
9. And additional special attributes or qualities unique to your firm that would be a good fit for our project.

**Selection Process:**

The selection committee will score submittals using the criteria listed above. The top three firms will be invited to an interview with the committee. Based on interviews and written responses, the committee will select a firm to partner with to complete the project. The committee also reserves the right to choose none of the firms that submit responses and re-advertise the project for additional contractors, if in their opinion none of the submitted responses were an appropriate match for this project scope, or for any other reason they choose.

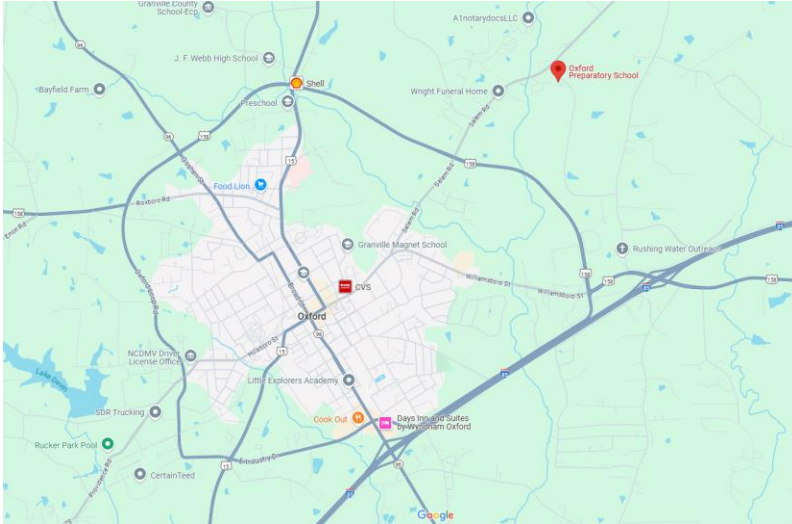
We look forward to receiving your response and discussing our project with you.

Thank you,

Andrew Swanner

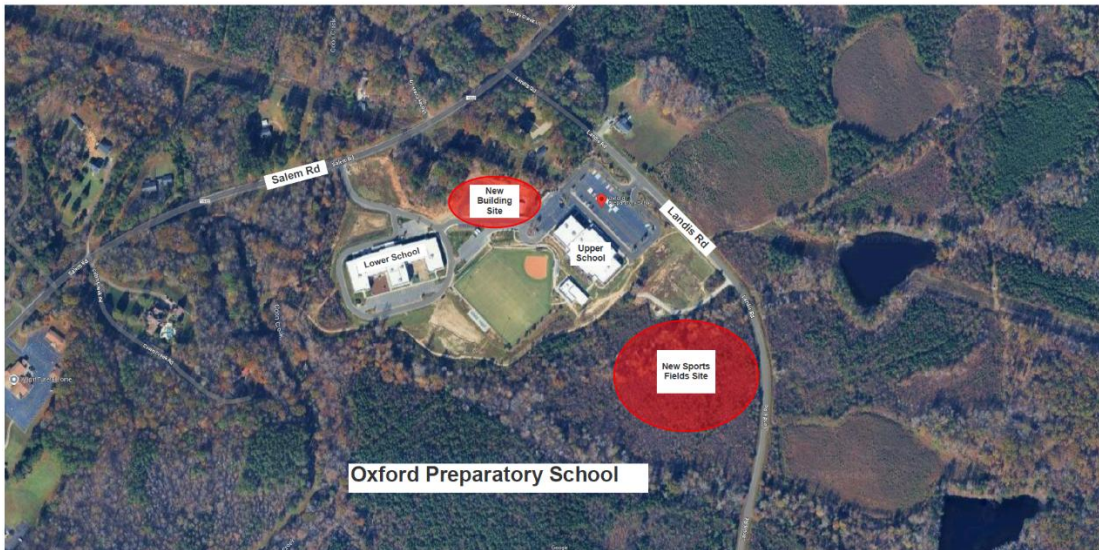
Executive Director

Oxford Preparatory School



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Oxford Preparatory School - Design Plan

