

**MINUTES
DAVIE COUNTY BOARD OF EDUCATION
TUESDAY, OCTOBER 4, 2011**

The Davie County Board of Education met at 6:00 pm, Tuesday, October 4, 2011 in the Board Room of Central Davie Education Center, 220 Campbell Road, Mocksville, NC.

Board Members Present:

Terry Renegar, Chairman
Barbara Owens, Vice-Chair
Rick Ellis
Carol Livengood
Chad Fuller
Steve Ridenhour

Others Present:

Dr. Darrin Hartness, Superintendent
John Duberstein, Board Attorney
Deborah Smink, Finance Officer
Jean Brickey, Recording Secretary

Chairman Renegar called the meeting to order at 6:00 pm, offered the invocation and led the pledge of allegiance.

Mr. Fuller made the motion, seconded by Mr. Ellis, to adopt the agenda as presented. The motion carried 6-0.

Chairman Renegar announced the next regular Board meeting would be Tuesday, November 1, 2011 at 6:00 pm at the same location.

Board Report – Chairman Renegar stated the Board continues to move forward with facility issues including meeting with the Board of Commissioners on September 22, 2011. The new Superintendent has completed his first 90 days and the Board is grateful he is here. All schools are reporting positive results.

Superintendent's Report – Superintendent Hartness reflected on his first 90 days as Superintendent of Davie County Schools. His first 90 days have been productive and successful but not without distractions. He spoke to distractions including the budget, the Evergreen Report, facilities and property. The opening of the school year, opening the renovated Early College and moving his family to Mocksville were successes in his first 90 days. Dr. Hartness has met with over 100 people individually or in small groups, including former superintendents, staff in the school system and community members discussing what can make our schools even better. He reviewed the many speaking engagements and opportunities for community involvement he has participated in during his three months and what will be coming up in the near future, including a strategic plan.

Chairman Renegar recognized and welcomed John Duberstein of Brooks, Pierce, McClendon, Humphrey and Leonard, LLP attending in Jill Wilson's absence.

Student and Staff Recognitions

United Way Campaign – Ms. Melinda Beauchamp, Executive Director of the Davie County United Way, reported on the Davie County Schools campaign results, recognized this year's United Way coordinators and awarded a traveling participation plaque to Shady Grove Elementary and William Ellis Middle School.

Drawing for Panther's Football Tickets - The Pierce Group donated tickets to the October 9, 2011 Carolina Panthers vs. New Orleans Saints game in Charlotte. Each employee that donated to this year's United Way campaign at the building block level was included in the drawing. Bryant Keith Whitaker from SDMS won the tickets.

2011-2012 Davie County Schools' Bus Driver of the Year - Todd Naylor recognized Heidi Judd, Pinebrook Elementary School, as the 2011-2012 Davie County Schools' Bus Driver of the Year. Carol Livengood presented her an appreciation certificate on behalf of the Board.

Consent Agenda

Selection of Contractor for Shady Grove Project - Davie County Schools is renovating approximately 500 square feet of old locker room space at Shady Grove Elementary School to provide ADA restroom facilities for the gym area. At the present, there is only one unisex restroom and it is not ADA compliant. A custodial closet with hot water and mop sink for easier cleaning will be included. Bids from six companies were opened on September 28th at 1:00. Staff recommended awarding the contract to Wishon & Carter Builders with the lowest base bid of \$75,102.00 for the Shady Grove Elementary School Toilet Room Project.

Central Davie Academy 2011-2012 Goals - All alternative schools are required to annually choose 3 local goals from a menu of options set by DPI. The Central Davie Academy's School Improvement Team has elected the following three goals: 1. The percentage of students receiving discipline referrals for OSS was 60% and will decrease to 45%. 2. The percentage of students making measurable progress was 50% and will increase to 55%. 3. The percentage of parents actively involved now is 30% and will increase to 35%.

Board Policies - NCSBA provided recommended revisions to Davie County Board policies required by legislation in the General Assembly. Policies in the 4000, 5000, 6000, 8000 and 9000 were forwarded to Board members on September 15, 2011 for review. These policies were presented for approval.

Personnel - Personnel recommendations were submitted for Board approval for employment, reassignments, resignations, substitutes and volunteer coaches.

Mr. Ridenhour made the motion, seconded by Mrs. Owens to approve the consent agenda as presented. The motion carried 6-0.

Business Items

Prior to consideration of the business items, Superintendent Hartness presented two facility items discussed at the Buildings and Grounds Committee meeting. The Committee directed him to bring to the full Board for consideration.

Dr. Hartness received a call regarding property for sale adjacent to Davie High School. The property is to the left of the entrance to the High School and is known as the Moose Lodge. An arial view with a contour map of the property was provided to Board members. Discussion followed regarding purchasing the property. The consensus of the Board was to keep the property under advisement, provide the architects performing our long term facility plan and renovations at the High School of its availability. If it becomes necessary once a long term plan is approved, a request to the Commissioners to purchase would be considered at that time.

Dr. Hartness presented a Release and Termination of Lease Agreement approved by the Board of Commissioners at their September meeting. It is a request that the Board of Education terminate their 20 year lease agreement on the 53 acres adjacent to North Davie Middle School on Farmington Road. Discussion followed regarding approving the termination agreement. The consensus of the Board was to keep the lease on the property which is a desirable land suited site for a school until the completion of the long range plan for the school system. The Board feels the same in regard to the Allen Farm which is owned by the County and was initially designated for an elementary school. Chairman Renegar called for a motion to terminate the lease. No motion was offered and no action taken.

Selection of Architect for Cooleemee Cafeteria/HVAC Project – On September 6, 2011, the Board of Education voted to advertise for a Request for Qualifications for the Cooleemee Cafeteria Renovation and HVAC Project. The RFQ was reviewed and approved. Six companies submitted RFQ's by the deadline of September 27, 2011 at 2:00 pm: Fuller Architecture, Thomas H. Hughes Architects, PC, Moseley Architects, Peterson/Gordon Architects, Pinnacle Architecture, PA and Walter Robbs Callahan & Pierce Architects, PA. The RFQ's were given to members of the Buildings and Grounds Committee to review for their meeting on Thursday, September 29, 2011. The Buildings and Grounds Committee and the Superintendent recommended Fuller Architecture to be the architect for the Cooleemee Project.

Mrs. Owens made the motion, seconded by Mr. Ellis, to approve Fuller Architecture as the architect for the Cooleemee Project. The motion carried 6-0.

Request for Qualifications – Architectural Services for Renovations at Davie High School – Superintendent Hartness presented a draft RFQ for architectural services for the renovations at Davie High School at the September 6, 2011 Board of Education meeting. Board members desired to hold the RFQ until a meeting could be held with the Board of Commissioners to discuss facility plans. Dr. Hartness' recommendation was to approve the RFQ as presented.

Attachment A

Mrs. Livengood made the motion, seconded by Mr. Ellis, to approve the RFQ as presented. The motion carried 6-0.

Request for Qualifications – Facility Assessment and Long Range Plan – Superintendent Hartness presented a draft RFQ for a consulting firm to conduct a Facilities Assessment and Long-Range Plan. The deadlines of the RFQ will coincide with those for the RFQ for architectural services at Davie High. Dr. Hartness' recommendation was to approve the RFQ as presented. Mrs. Smink stated this will be a contract service and paid from local funds.

Attachment B

Mrs. Livengood made the motion, seconded by Mrs. Owens, to approve the RFQ as presented. The motion carried 6-0.

Public Address to the Board

Mr. Duberstein reviewed the rules for citizens addressing the Board.

James Kowles addressed the Board regarding finances. He desires for the drop out rate to be reduced and more students to take the SAT. Mr. Kowles used the Superintendent's bond amount numbers from his presentation at the joint meeting with the Board of Commissioners on September 22 and adjusted for inflation. He reported those figures. He offered his opinions at what the county is willing to fund. Mr. Kowles showed a student population and birth rate graph and said we need to be careful of straight lines in graphs.

Committee/Staff Reports

Public Information – Stephanie Koefoed presented 2010-2011 Year-End Reports including Volunteer Hours, Parent-Teacher Conferences and Partnerships.

Curriculum – Noël Grady-Smith showed a video clip of teachers learning the new common core curriculum in staff development activities. Assisted by curriculum staff, hands on exercises in learning different aspects of teaching the new curriculum were conducted with the Board and all in attendance. Dr. Cartner conducted an exercise in integrated math and discussed this new curriculum. Sara Rhyne gave a report on her trip to Kenya with World Reader to teach the use of the Amazon Kindle. She showed a video comparing the schools in Kenya and the Davie County Early College High School.

Career College Promise – Donna McNeil reported on the Career and College Promise program, sometimes referred to as Career, College, Ready, Set, Go. The Appropriations Act of 2011 authorizes the State Board of Education and the State Board of Community Colleges to establish this program. Following State approval, the proposed plan would be effective January 1, 2012.

Accountability and Student Information - Erin Foil presented the 2010-2011 SAT Results, the 2010-2011 ACT Results and the NC Report Card Release Timeline.

Board members gave congratulatory messages and closing comments.

Mr. Fuller made the motion, seconded by Mrs. Owens, to go into closed session to consider confidential personnel information protected under G.S. 143-318.11(a)(6) and to consult with

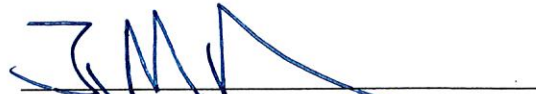
BOE Meeting
October 4, 2011
Page 5

their attorney to preserve the attorney client privilege as provided in G.S. 143-318.11(a)(3). The motion carried 6-0.

Upon returning from closed session, Chairman Renegar stated that the Superintendent had a recommendation to fill the Assistant Superintendent position. Dr. Hartness recommended to the Board of Education to appoint Jeff Wallace as Assistant Superintendent of Human Resources and Operations and requested that the Board allow him to work with the Board attorney to prepare a contract for Mr. Wallace.

Mr. Fuller made the motion, seconded by Mrs. Owens to accept the recommendation of the Superintendent. The motion carried 6-0.

Mr. Ridenhour made the motion, seconded by Mr. Fuller, to adjourn. The motion carried 6-0 and the meeting concluded at 9:08 pm.


Terry Renegar, Chairman


Darin L. Hartness, Ed.D., Secretary

TR:DLH:jmb

**REQUEST FOR QUALIFICATIONS
FOR
DAVIE COUNTY SCHOOLS
ARCHITECTURAL SERVICES FOR THE
RENOVATION OF DAVIE HIGH SCHOOL**

October 5, 2011

Davie County Schools (DCS) intends to contract with one (1) architectural firm to provide professional services for the design and construction administration for the renovation of Davie High School. The initial focus of the renovations will include the elimination of mobile classrooms and the construction of new classroom space; and scope of work may also include the renovation of the cafeteria and administrative offices; renovations to locker room facilities, and the construction of an auditorium. The firm will be responsible for an overall assessment of the high school campus and will develop recommendations for renovations and construction necessary to provide a quality educational facility, conducive to instruction in the 21st Century. The firm will take into consideration and recommend design elements that will facilitate STEM instruction. With an understanding that this renovation is a temporary solution within a long-range facility plan to be developed, the firm will propose design elements that provide maximum flexibility for the future use of this campus. Future use could include the continued use of this campus as a high school facility, or the repurposing of the campus for another grade span or other use as determined by the Board of Education. DCS is seeking a firm whose combination of experience and personnel will provide timely and quality professional services for this project.

Areas of expertise should include architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and sustainable design. Services provided by the architectural team may include feasibility studies, programming, schematic design, design development, construction document development, bid phase assistance, and construction administration or other services.

QUALIFICATIONS PACKAGE EVALUATION CRITERIA

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Extensive experience with similar projects, including the design of new and renovated high schools involving construction administration;
- Qualifications, certifications, abilities, and geographic location of key individuals identified in the Qualifications Package;
- Qualifications of sub-consultants;
- Experience involving the community in the design process;
- References;
- The geographic location of the architect's design production office.

SUBMITTAL REQUIREMENTS

If your firm would like to be considered for providing the required services for DCS, please submit six (6) bound copies of your Qualifications Package to:

Mrs. Jean Brickey, Administrative Assistant to the Superintendent and BOE
220 Cherry Street
Mocksville, NC 27028
336-751-5921

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by **2:00pm on November 7, 2011**. No Qualifications Packages will be accepted after this deadline. Firms accept all risks of late delivery of Qualifications Packages regardless of fault.

Each firm is solely responsible for the cost of preparing and submitting its Qualification Package. The Qualifications Package should consist of a cover letter and the two tabbed sections described below. The cover letter must identify a contact person for questions during the RFQ process and provide contact information including telephone number, fax, email and postal address.

TAB ONE: INFORMATION ABOUT THE TEAM

Please provide the information requested in the following order under Tab One:

- 1) Identify the legal entity that would enter into the contract with DCS, office location, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization and Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.
- 2) Identify the location of the architectural office that will produce the design of this project.
- 3) Identify the location of the architectural office that will provide construction administration of this project.
- 4) Provide an organizational chart-identifying members of the team, including sub-consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location each team member.
- 5) For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
- 6) Provide information demonstrating the architecture firm's experience designing K-12 schools.
- 7) Provide information describing the architecture firm's experience involving the community in the design process.
- 8) Provide information regarding contracts performed in the past five (5) years by your firm or related firms for projects that were similar in size or type to this project. Include a brief description of each project and list the date services were performed, name and phone number of the individual representative of the owner having knowledge of the firm's work, the base bid construction budget, the base bid, and the percent over or under this budget.
- 9) Provide three client references: Name, title, organization, email address, and phone number.
- 10) Describe the limits of your professional liability insurance.

TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the requested information in the following order under Tab Two:

- 1) Provide resumes of the key individuals listed in the organizational chart. Include detailed background information including:
 - Job title;
 - Past roles and responsibilities;
 - Professional licenses, registrations and certifications listing applicable state(s);
 - Office location;
 - Years of service with the firm;
 - List of representative projects where this individual has served in a role similar to that proposed for this project.
- 2) Describe the architecture firm's ability to support the project team in the following areas:
 - In-house specialty resources such as Interior Design, Engineering, Environmental Planning, Security Design etc.

ADDITIONAL INFORMATION ABOUT THIS RFQ

Selection Committee

A Selection Committee may be used to evaluate the information submitted. Interviews with firms may or may not be conducted. **Do not contact any DCS staff member, school official, county staff, or county official, other than the designated contact person, Jean Brickey, regarding the project contemplated under this RFQ. Any attempt to do so may result in disqualification of the firm's submittal for consideration.**

Public Records

Upon receipt by DCS, your Qualifications Package becomes the property of DCS and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statutes §§ 66-152 et seq. Your Qualifications Package will be reviewed by DCS staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each firm agrees that DCS may reveal any trade secret materials contained in such response to all DCS staff and DCS officials involved in the selection process and to any outside consultant or other third parties who serve on any Selection Committee or who are hired by DCS to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless DCS and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the

selection process.

Clarification of Submittal

DCS reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations

DCS expects to select one firm, but reserves the right to request substitutions of sub-consultants. DCS reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of DCS. DCS reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit DCS to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of DCS unless DCS and your firm execute a contract.

Site Visits

A **non-mandatory** site visit of the high school will be held on **October 17, 2011 at 10:00 AM** at Davie High School. This will be the only opportunity for firms to visit the site.

Please direct all questions and requests for information in writing via email to Jean Brickey, no later than 5:00 pm, EST, October 31, 2011 at brickeyj@davie.k12.nc.us.

Davie County Schools appreciates your interest in providing professional services for our projects.

Sincerely,

Darrin L. Hartness, Ed.D.
Superintendent

**REQUEST FOR QUALIFICATIONS
FOR
DAVIE COUNTY SCHOOLS
FACILITIES ASSESSMENT AND LONG-RANGE PLAN**

October 5, 2011

Davie County Schools (DCS) intends to contract with one (1) consulting firm to provide professional services for a comprehensive assessment of facilities. In addition to a thorough assessment of the current facilities, the consulting firm will be responsible for developing a long-range plan to include projected enrollment and facility needs for Davie County Schools for the next ten (10) years. This plan will include maximizing the utilization of existing classroom space through an analysis of attendance boundaries, and any proposed adjustments to current attendance boundaries. This plan must also include a summary of needs for any additional space that may be necessary to provide a quality learning environment for all students served by the district. This assessment and long-range plan is crucial to establishing priorities, maintenance programs and acquiring necessary funding to support school facilities. DCS also desires the ability to evaluate and prioritize needs and accurately estimate the costs of renewal and construction projects and programmed maintenance activities. DCS is seeking a firm whose combination of experience and personnel will provide timely and quality professional services for this project.

Areas of expertise should include architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and sustainable design. Services provided by the consulting team may include feasibility studies, programming, schematic design, design development, construction document development, bid phase assistance, and construction administration or other services.

Background

The Davie County Board of Education is charged with the provision of public education services in grades pre K-12 in the Davie County, NC. The county is located in the piedmont triad region of NC. The school facilities are spread across 267 square miles within the County of Davie with a population of approximately 41,000. Davie County Schools serves a population of more than 6,500 students, manages 10 traditional school campuses, a campus that houses an alternative school, preschool and administrative offices, a central administrative office, a bus garage, and a maintenance facility.

Scope of Work

Davie County Schools wishes to receive proposals from qualified consulting firms experienced in conducting facilities assessments. The firm will perform a detailed condition assessment of all district schools and administrative support building, thus, providing DCS with a foundation for effective planning.

1. The assessment will provide a consistent and comprehensive survey of our facilities, that

identifies the current status of the buildings and their components, including all major mechanical systems.

2. Identify life cycle expiration replacement costs for all major infrastructure systems.
3. Produce a report that provides a yearly schedule of projected facility needs and their associated cost.
4. Identify and prioritize any major maintenance deficiencies, as well as guide the District in developing criteria for prioritization.
5. Provide cost estimates to repair or replace deficiencies.
6. Identify expansions, remodeling, new schools and site acquisition needed to meet the pre-K through 12 student enrollment projections and educational program.
7. Identify facilities and/or buildings that will no longer be efficient and need replacing over the next 10 years.
8. Provide a summary of district boundaries that maximize the utilization of classrooms on existing campuses and account for any new or proposed facilities.
9. Prepare a final presentation, hard copy and electronic (PowerPoint) to be made to the Superintendent and the Board of Education.

RESULTS OF THE ASSESSMENT

1. Provide a basis for forecasting funding requirements for capital facilities planning
2. Provide a baseline for setting priorities for the maintenance, repair, enhancement or replacement of facilities and their component systems

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Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Extensive experience with similar projects, including the assessment and or design of new and renovated schools;
- Qualifications, certifications, abilities, and geographic location of key individuals identified in the Qualifications Package;
- Qualifications of sub-consultants;
- Experience involving the community in the assessment process;
- References;
- The geographic location of the consulting firm's office.

SUBMITTAL REQUIREMENTS

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six (6) bound copies of your Qualifications Package to:

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- 2) Identify the location of the consulting firm's office that will oversee this project.
- 3) Provide an organizational chart-identifying members of the team, including sub-consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location each team member.
- 4) For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
- 5) Provide information demonstrating the firm's experience assessing or designing K-12 schools.
- 6) Provide information describing the firm's experience involving the community in the assessment/design process.
- 7) Provide information regarding contracts performed in the past five (5) years by your firm or related firms for projects that were similar in size or type to this project. Include a brief description of each project and list the date services were performed, name and phone number of the individual representative of the owner having knowledge of the firm's work.
- 8) Provide three client references: Name, title, organization, email address, and phone number.
- 9) Describe the limits of your professional liability insurance.

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new RFQ responses, or to accept any RFQ response deemed to be in the best interest of DCS. DCS reserves the right to waive technicalities and informalities.

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Site Visits

A **non-mandatory** site visit of the district will be held on **Monday, October 17, 2011 at 8:00 AM** at Davie County Schools Central Office, 220 Cherry Street, Mocksville, NC 27028. This will be the only opportunity for firms to visit the district.

Please direct all questions and requests for information in writing via email to Jean Brickey no later than 5:00 pm, EST, October 31, 2011 at brickeyj@davie.k12.nc.us

Davie County Schools appreciates your interest in providing professional services for our projects.

Sincerely,

Darrin L. Hartness, Ed.D.
Supertintendent

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