

# **CLAY COUNTY, NORTH CAROLINA REQUEST FOR QUALIFICATIONS FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES FOR AN EMS/TRAINING FACILITY CENTER AND FARMERS MARKET**

## **Purpose of Request for Qualification (RFQ)**

Clay County, North Carolina (County) invites qualified firms to submit a qualification proposal (Proposal) in accordance with North Carolina General Statutes to provide professional engineering and architectural design services (Services) associated with the planning, design, and plan review for a new EMS Facility/Training Center and Farmers Market.

## **Scope of Services**

The scope of services will include, but not necessarily be limited to, the following:

- Preparation of design/construction plans and specifications for a new EMS/TRAINING FACILITY AND FARMERS MARKET FACILITY located at 1945 Highway US-64 Business.
- Fully engineered design for a new EMS FACILITY/TRAINING CENTER comprising of approximately 23,000 square feet to consist of lobby, office spaces, sleep rooms, bathrooms, kitchen/dining room, storage, ambulance bays, and training area.
- Fully engineered design for a new Farmer's Market comprising of an approximately 17,500 square feet facility and teaching kitchen.
- Fully engineered design for parking area.
- Provision of bidding and construction administration services.
- Consultation and/or preparation of permit applications related to the facility construction.
- Preparation of cost estimates.

## **Contents for Proposals and Selection Criteria**

The Proposal shall be submitted as a single electronic document. A table of contents with corresponding page numbers shall be included for easy reference to the material contained

within. Submittals shall include no more than 10 pages total, not including the table of contents. Firms are not required to submit bound hard copies of the proposal, however if a firm chooses to provide hard copies, no more than one (1) shall be provided. The following information must be included in the Proposal.

- A. Brief Firm Introduction Letter: Include a letter from a firm principal stating the firm's name, contact information (i.e. phone, e-mail, etc.), primary contact person for the Services and his/her contact information, brief history of the firm, a general statement of interest in providing the Services to the County and any other information which may be relevant about the firm and its qualifications. Provide copies of the firm's (respondent's) North Carolina Professional License, Licenses of design professionals proposed, bonding capacity, and a summary of the firm's financial stability. Each firm (respondent) shall certify that each licensed design professional who is a member of the design and engineering team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31
- B. Adequate staff and team for assignment to this Project: Provide an organizational chart specifying architects, project managers, key personnel, subcontractors and statements of responsibilities and roles. Include brief resumes of key personnel who will provide Services.
- C. Understanding of Scope of Work Statement: Firms should include a general outline of how they anticipate fulfilling the general scope of work. Indicate any work or resources that are to be subcontracted or assumed to be provided by the County. Firms should also include how the Firm (Respondent) would address assurance/quality control as to the Project described above.
- D. Past performance on similar work and Qualifications: Demonstrate general qualifications and areas of expertise by providing a list of certifications and brief examples of projects or work related to the scope of services listed herein, with particular emphasis on projects located in North Carolina. List three most relevant government projects by your firm as the engineer/architect on record. Provide a minimum of three (3) references with knowledge of projects that your firm has been the engineer/architect on record which either matches a part of or the whole scope of this RFQ, or are similar to part of or the whole scope of this RFQ. References should include primary contact person, name of project, a brief description of the project, initial schedule versus actual schedule and any difficulties or successes experienced.

- E. Project Schedules: Provide a project schedule and describe how your firm plans to ensure the schedule is met. If a contract is awarded, the selected firm must be able to begin work immediately and move promptly toward completing the Services. Describe the firm's capacity to complete the services in a timely manner and note current workload, backlog, and anticipated work within the next year.
- F. Standard Fee Schedule: Include a list of hourly billing rates by position such as Principals, Architects, Construction Administrators, Designers, Contract Administrator, Project Manager, Licensed Surveyor, Survey Technician, Survey Crew, CAD Operator, Planner, Clerical, Intern, etc., including sub-consultants. Also, include a schedule of eligible reimbursable expenses, such as: mileage, printing costs, courier, etc.
- G. Why your firm? Provide any additional information to explain why your firm is best suited to provide Services to Clay County Government.

## Method of Evaluation

The criteria used to evaluate the Proposals will include, but not be limited to, the following (items are not listed in order of importance):

- A. Firm Experience/Reputation/Workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of the County's goals and purposes of the project, specific management approach, how well the firm's organizational structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for the County's project. Additionally, the firm's successful experience performing other services for the County on past and current projects may be considered.
- B. Experience of the Personnel Assigned to This Project Team: The County will give considerable weight to the individual qualifications of the project team members who will do most of the work on the project. Consideration will include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience and sub-consultant's (if applicable) individual experience and qualifications.
- C. Understanding of the Statement of Work: The ability of the firm to outline a realistic approach to government project planning, design and management will be considered; as will the proposed approach for performing the Services, including demonstrated understanding of the scope of work and potential problems associated with this type of work. A comprehensive understanding of local conditions related to government projects and development of engineering

documents will be considered.

- D. Schedule: Available resources to complete project commonly used by the Firm that may be applicable will be considered. Consideration will be given to the firm's availability to complete the project within a reasonable and desired timeframe.
- E. Work Performed Locally: The firm's location and ability to perform the work locally will be considered.
- F. Response: Responsiveness to the RFQ, including any additional documents submitted with the RFQ will be considered.

### Additional Instructions, Notifications, and Information

**No Gratuities**- Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the County for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

**All Information True** - By submitting a response, Respondents represent and warrant to the County that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the County for consideration in the selection process may be excluded.

**Interviews** - After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Interviews are not anticipated on this project, however, Clay County reserves the right to request interviews.

**Inquiries**- Do not contact the Clay County Board of Commissioners to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Clay County Manager, Debbie Mauney.

**Cost of Responses** - The County will not be responsible for the costs incurred by anyone in the preparation and/or submittal of responses.

**Equal Opportunity** - Clay County is an Affirmative Action/Equal Opportunity Employer and encourages proposals from minority-owned firms.

**Contract Negotiations** - This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the County, the specific scope of work,

associated fees and other contractual matters will be determined during contract negotiations.

**No Obligation** - The County, in its sole discretion, reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses should it be deemed in the County's best interest; or (6) cancel the entire process.

## **Submittal Instructions**

The County will receive responses to this RFQ at the address set forth below until **5:00 pm on Monday, May 13, 2024**.

Debbie Mauney  
345 Courthouse Dr. Suite 1  
Hayesville, NC 28904

Phone: 828-389-0089  
E-Mail: [dmauney@claync.us](mailto:dmauney@claync.us)

Electronic submissions will be accepted; however, we ask that you provide this information in a single PDF file. You should confirm receipt of your e-mail proposal by calling the County Manager.