



**Request for Qualifications  
(RFQ)**

**Architectural Services For  
McDowell County  
Department of Social Services**

## **Request for Qualifications (RFQ) – McDowell County**

### **A. Project Background and Objectives**

Pursuant to N.C.G.S. § 143-64.31, McDowell County (“County”) is soliciting interest and credentials from qualified professional architectural firms licensed in the State of North Carolina. Responses to this RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and the tasks specified. The County is seeking a firm with demonstrated expertise in design and project management consulting with specific expertise in quality assurance, constructions feasibility review, cost estimating and scheduling. It is anticipated that an agreement for professional services will be negotiated and executed between the County and the firm who is determined to best meet the needs of the County for the project.

The County is seeking a firm that will help to guide the development of a facility development plan for McDowell County Department of Social Services. McDowell DSS is currently housed in three separate buildings that are at capacity and are in various conditions. The firm will work with County leadership to determine how to best address facility needs for that department with options included, but not limited to renovation/expansion of current facility, new building construction, or renovation of an existing facility not under current County ownership). The firm will present a recommendation to the Board of Commissioners. The Board will have the option to select the recommended option. The firm

### **B. RFQ Timeline**

Advertisement of Request for Qualifications	October 14, 2022
Submittal of Questions	October 28, 2022
Proposal Due	November 18, 2022
Selection of Primary Architect	December 5, 2022

### **C. Scope of Services**

The scope of the services to be provided by the A/E Team relative to the Project may include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Obtaining approvals of government agencies having jurisdiction over the project;
- Preparation of Construction Documents;
- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of bids;
- Construction administration and periodic inspection;
- Cost estimating;
- Civil Engineering
- Structural Engineering
- Mechanical Engineering

- Electrical Engineering
- Plumbing and Fire Protection Engineering
- Other services customarily furnished by an Architect and its consultants on similar projects

The services to be provided by the A/E Team may be divided into the following phases:

- Master Planning and Concept Design
- Schematic Design
- Design Development
- Construction Documents/Bid and Award
- Construction Administration, including punch list, commissioning and closeout
- Post-construction, including record drawings and warranty inspections

#### **D. Required Qualifications**

Architectural/Engineering firms that respond to this RFQ to serve as the Architect must meet all of the following criteria:

- Must be experienced as the primary design architect on a project with a construction cost of greater than \$1,000,000.
- Must be experienced as the primary design architect on professional / commercial office space or government facility constructed within the last 10 years.
- Must be familiar with State of North Carolina building and fire codes, zoning regulations, and local construction practices.
- Firm and its key project employees, including sub consultants, must have all current licenses, certifications and registrations to perform the work.

#### **E. Proposal/Qualification Statement Deadline**

Proposals are due by **November 18, 2022** at 4:00pm. One electronic copy and 10 bound copies of each document should be addressed to:

USPS Postal Service:  
 McDowell County  
 Attn: Ashley R. Wooten  
 60 E. Court Street  
 Marion, NC 28752

Hand Delivery/FedEx/UPS:  
 McDowell County  
 Attn: Ashley R. Wooten  
 69 N. Main Street  
 Marion, NC 28752

## **F. Selection Criteria**

McDowell County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references, and such others as McDowell County may use in its sole discretion. The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized, appropriate expertise for this type of project.
2. Organizational chart and project team expertise.
3. Proposed design approach and innovative design solutions for projects of this type.
4. Current workload of firm's personnel.
5. Record of successfully completed relevant projects without major legal or technical problems.
6. Compliance with proposal format requirements.
7. Veteran/Minority/Women Owned Business.

McDowell County will select the firm based on the proposals provided. The McDowell County Board of Commissioners will award a contract at or after the regularly scheduled meeting on December 5, 2022.

## **G. Questions or Inquires**

All questions must be submitted in writing no later than 4:00pm on October 28, 2022 to:

McDowell County  
Ashley R. Wooten, County Manager  
60 E. Court Street  
Marion, NC 28752  
Email: [awooten@mcdowellgov.com](mailto:awooten@mcdowellgov.com)