

**McDOWELL COUNTY, NORTH CAROLINA**  
**McDOWELL COUNTY SERVICES BUILDING RENOVATION PROJECT**  
**May 18, 2022**

**REQUEST FOR QUALIFICATIONS- ARCHITECTURAL (REPOSTING)**

**SERVICES SUBMITTAL PACKAGE REQUIREMENTS**

**OWNER:** McDowell County, North Carolina

**PROJECT:** McDowell County Services Building Renovation Project

**FUNDING SOURCE:** North Carolina State Capital Infrastructure Fund/  
Coronavirus Local Fiscal Recovery Fund

**SUBMITTAL DEADLINE:** July 8, 2022 at 3:00pm

**SEND SUBMITTALS TO:** McDowell County  
ATTN: Lake Silver  
69 N. Main Street  
Marion, NC 28752

**1.0 PURPOSE**

The Owner is issuing this request for qualifications (RFQ) to hire an Owner's Representative that will be responsible to complete all needed architectural services on the following project:

- Renovation of the existing McDowell County Services Building located at 60 E. Court Street in Marion, North Carolina. A primary focus of the project will be repurposing existing office space for a new tenant. In addition, the Owner intends to complete HVAC upgrades to the building. The scope will also likely include lighting, restroom renovations, and cosmetic improvements. There are no planned external improvements. The minimum project cost will be \$350,000.

**2.0 SCOPE OF SERVICES**

The full range of professional services will be further defined during project development, but may include the following: preliminary reports, design, bidding/negotiation, construction administration, project representation, and project coordination.

**3.0 SELECTION PROCESS | SCHEDULE**

Pursuant to North Carolina General Statute 143-64.31, the Owner will utilize a qualifications-based selection process without consideration of fee proposals in the initial stages of selection. The selection process and schedule will be as follows:

**3.1**     Advertisement -This RFQ will be advertised in *The McDowell News*, County website, and various listserves, and the RFQ will be made available to local consulting firms and those firms who have expressed an interest in the project.

**3.1.1**    RFQ Package - This package represents the overall expectations of the Owner. Any changes or additional requests will be submitted to each interested party by addend. Each firm that requests a package will need to provide a point of contact [*email, phone, address*] and will be placed on a list of interested parties.

**3.1.2**    Inquires/Questions - Questions regarding the project or these requirements shall be directed to

**Lake Silver, Management Assistant**

**Email: lake.silver@mcdowellgov.com**

**Phone: 828-652-2976**

**3.1.3**    Inquiry/Submittal Deadlines - Any questions in regards to these RFQ submittal package requirements or related documents may be submitted 10 business days prior to the submittal deadline. The submittal deadline is shown at the beginning of this document. Clarifications and/or additional information will be provided to all interested parties by the Owner by addenda to this package.

**3.2**     Short-list Selection and Interviews - The Owner's RFQ Selection Committee will evaluate the written submittals based on the criteria identified in Section 4.0 below and determine the best qualified firm for this project. The Owner reserves the right to create a short-list and conduct interviews if necessary.

**3.3**     Fee/Cost Negotiations - Once the Owner has completed their evaluation, they will rank the most qualified firms in order. The Owner will attempt to negotiate reasonable fees with the most qualified firm. If such negotiations are not successful the Owner will attempt to negotiate with the next most qualified firm until an agreement can be made.

#### **4.0     SELECTION CRITERIA**

The selection process shall be based on the qualification information exhibited in the written submittal, the interview process (if needed), and reference checks completed by the Owner. Firms will be evaluated on past performance and relevant experience/expertise with similar projects, the qualifications and experience of key project team members who will be actively involved in the work, and the specified details of their project approach. Key selection criteria for this project will include, but may not be limited to the following:

Experience:

- Has previously designed and overseen office renovation projects
- Has worked on federal and state funded construction projects
- Has worked on projects that were located in this general region
- Extent of experience in project construction management

Work Performance:

- Past projects completed on schedule

- Manages projects within budgetary constraints
- Work product is of high quality

#### Capacity to Perform

- Experience of Staff
- Adequacy of Resources
- Professional liability insurance is in force

## 5.0 SUBMITTAL REQUIREMENTS

**All costs for development of the written submittal and the oral presentation (if needed) are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.**

**The submittal shall be provided on 8.5" x 11" paper with a maximum of 25 pages (not including front or back covers, table of contents and cover letter). Front and back printing is allowed. Four (4) hardcopies of each submittal will be needed. The below outline shall be followed as a template for the report and the overall information that is expected with each submittal:**

- A brief history of the firm, including general background, knowledge of and experience working with relevant agencies and programs;
- Related experience in managing federally-funded local projects, in particular recent experience;
- A description of work performance and experience with similar projects including a list of at least three references from past local government clients, with information describing the relevancy of the previous performance;
- Describe which specific parts of the Scope of Work the service provider proposes to perform and which parts shall be completed by subcontractors;
- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires; and
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work.

## 6.0 MISCELLANEOUS REQUIREMENTS

6.1 Insurance - The Owner will expect the following insurance coverage during the life of the potential contract: Professional Error & Omissions, Automobile Liability, Commercial General Liability, Worker's Compensation, etc. with minimum limits of \$1,000,000.00.

6.2 Additional information - The owner reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFQ.

6.2 Confidentiality - In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for

protecting some documents from public disclosure. If the architectural/engineering consultant firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the Owner will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

- 6.3 Federal and State Requirements – This solicitation is for services that will be funded by the Coronavirus Local Fiscal Recovery Fund and therefore all contracted consultants and subconsultants must be eligible to receive federal funds as provided by 2 CFR 200.
- 6.4 Statement of Conflicts of Interest - (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the City may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- 6.5 System for Award Management - Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as the its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a print out of the search results that includes the record date.
- 6.6 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms - Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
  - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.