



REQUEST FOR QUALIFICATIONS

A/E Services

Bertie County

RFQ #2024-111

Issue Date: February 5, 2024

Due Date: March 1, 2024

Agency: Bertie County, North Carolina

Project: Bertie County 911 Facility

CONTENTS

I.	Announcement	1
II.	Instructions to Firms	1
III.	A/E Firm Qualifications	2
IV.	Requirements of the Selected A/E Firm	3
V.	Selection of Firm	3
VI.	Project Description	4
VII.	Project Schedule	4
VIII.	Submission Requirements	5

I. ANNOUNCEMENT

DATE: February 5, 2024

The County of Bertie, North Carolina, requests statements of qualifications from Architectural/Engineering firms (hereafter referred to as A/E firms) to provide full design and construction administration services for a new Bertie County 911 Center. Bertie County has been awarded a grant from the North Carolina 911 Board (NC911) for partial funding of this construction project.

Qualifications are requested for the design of a 5,800 (approximate) square foot (SF) facility and construction administration services. The new facility will be located behind the existing EMS Station at 206 County Farm Road, Windsor, NC. The facility will be used for County 911 operations and will house offices and training space.

Interested and qualified firms shall submit any questions in writing before 5:00 p.m. on February 16, 2024, to both:

Mission Critical Partners, LLC (MCP)
Attn: Lisa Shorter
Project Manager
lisashorter@missioncriticalpartners.com

Bertie County Communications
JW Hoggard
Director
JW.Hoggard@bertie.nc.gov

Responses will be provided within 72 hours.

An authorized County representative will receive qualifications until 2:00 p.m. (local time) on Friday, March 1, 2024. **Qualifications received after this date and time will not be accepted.** Qualifications shall be enclosed in envelopes that clearly indicate "RFQ 2024-111 911 Facility, Qualifications for A/E Services."

A/E firms will be required to meet the qualifications set out in this Request for Qualifications (RFQ) document, which include the following:

- Experience in the design and engineering of critical infrastructure, preferable 911 Centers/Emergency Operations Centers (EOCs)
- Experience in grounding and robust lightning protection
- Current errors and omissions insurance
- Ability to provide a qualified and experienced team
- Ability to work as a team with the County stakeholders and Mission Critical Partners, LLC (MCP), the County's consultant for the project

II. INSTRUCTIONS TO FIRMS

A. Preparation of Qualifications

1. Firms are expected to comply with all specifications, terms, conditions, and instructions contained within this RFQ. Failure to do so will result in statement rejection.
2. Qualification packages shall be prepared with brevity, providing a concise description of a respective firm's capabilities to satisfy the requirements of this RFQ. Emphasis should be

placed on completeness and clarity. Each copy, and all documentation submitted, should be bound into a single volume. The County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.

B. Submission of Qualifications

Qualified A/E firms shall submit their qualification packages to:

Hand Deliver to: Bertie County Communications
JW Hoggard, Director
106 Dundee St Rm 220
Windsor, NC 27983

or

Mail to: Bertie County Communications
JW Hoggard, Director
PO Box 530
Windsor, NC 27983

C. Number of Copies

A/E firms shall furnish one (1) original bound and four (4) bound hard copies of the qualification packages, as well as one (1) .pdf copy of the qualification package on a Universal Serial Bus (USB) drive.

D. Form of Agreement

The Form of Agreement to be used shall be the "Standard Form of Agreement between Owner and Architect, AIA B101-2017."

E. Proposed Site

Behind the existing EMS Station, 206 County Farm Road, Windsor, NC. See page 7 for image.

III. A/E FIRM QUALIFICATIONS

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to building projects in North Carolina.
- B. Maintain professional liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101 and as outlined by the County.
- C. Ability to prepare and submit to the appropriate state and local approval agencies all necessary documents in proper form and in a timely manner.
- D. Directly employ in-house personnel to perform 75 percent of the actual architectural work.

- E. Provide, in the qualifications package, 911/EOC or critical infrastructure projects in the past five years to include current references for the projects presented.

IV. REQUIREMENTS OF THE SELECTED A/E FIRM

The A/E firm must work with all stakeholders involved and MCP through the completion of this project. The project scope and services shall include, but are not necessarily limited to the following:

- A. Architectural design services.
- B. Preparation of bid list.
- C. Preparation of construction specifications, CAD drawings, and other formal bidding documents for the project to be sent to construction firms and formally bid per North Carolina statutes.
- D. Bidding phase assistance.
- E. Work in a coordinated fashion with MCP.
- F. Review construction bids.
- G. Construction administration to include meeting facilitation and regular site observations of the contractor and subcontractors during the construction phase.
- H. Cost estimating.
- I. Complete design services including plumbing, mechanical, and electrical (MEP) and heating, ventilation, and air conditioning (HVAC) engineering services plus any other necessary subcontract services.
- J. Construction signoffs to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
- K. Ensuring requisite approvals and any necessary permitting have been gained (e.g., County Fire Marshal inspections, City/County building inspections).
- L. Final project signoff, assuring that the finished product represents what was captured in the construction documents.
- M. Project close-out, including warranty phase administration, and ensuring requisite owner manuals are provided to the County.

V. SELECTION OF FIRM

The County reserves the right to reject any or all qualifications received, cancel the project, or reissue the RFQ if necessary. The County and its consultant will evaluate submitted qualification packages and may conduct interviews with select firms.

Once an A/E firm is selected, a fair and reasonable fee will be negotiated with the selectee. If an acceptable fee cannot be negotiated, the County reserves the right to go to the next best qualified firm and begin negotiations.

VI. PROJECT DESCRIPTION

The County seeks the services of a qualified A/E firm for the design of a purpose-built public safety facility, including the following departments and/or areas, and construction administration:

- County 911 operations center
 - Staff offices, training, and conference space
 - Data center
- A. As 911 is considered critical infrastructure, in addition to industry standards, adherence to applicable standards (e.g., from the National Fire Protection Association [NFPA]), and guidance from the Federal Emergency Management Agency (FEMA) is imperative.
- B. The selected A/E firm shall provide programming and an initial budget estimate; conduct schematic design and design development and provide construction and permitting documents; bid the project under North Carolina bidding requirements; and provide construction administration services per the AIA B101-2017 documents. Project oversight will be provided by MCP.
- C. The selected A/E firm shall maintain the construction budget as part of the services provided to the County.

VII. PROJECT SCHEDULE

A three-year schedule is required for the project. Adherence to the schedule is a primary goal of this RFQ as various state and local deadlines are placed on the County. The proposed project timeline is as follows:

- | | |
|--|-----------------------------|
| A. RFQ Issued | February 5, 2024 |
| B. RFQ Questions Deadline | (5:00 PM) February 16, 2024 |
| C. Qualification Packages Due
(Firms may be shortlisted for oral interviews following submission) | March 1, 2024 |
| D. Interviews (if necessary) | week of March 18, 2024 |
| E. Board of Commissioners approval of A/E contract | April 8, 2024 |
| F. Grant project closeout date not to extend beyond | December 30, 2026 |

VIII. SUBMISSION REQUIREMENTS

A/E firms are required to provide clear and concise answers to the RFQ requirements described below. It is preferred that each section have its own tab in the bound proposal document previously described. Proposal content requirements are as follows:

A. Firm Identification

Please provide the following information about your firm:

Firm name
Address of office where the work will be conducted
Phone number
Designated project contact
Contact email address
Number of years the firm has been in business

B. Firm Overview

Please provide a brief description of your firm. Please describe the firm's operating philosophy. Include a statement describing recent experience with public safety projects and your methodology for managing projects.

C. Firm Experience

Please provide the below information for three 911, EOC, or other critical infrastructure facilities in the past five years. 911 projects should be listed first. Projects should be limited to those where the proposed A/E teams were the same as those being proposed for this project.

Photography of the project
Name of the project
Location of the project
Name of owner's representative with address and telephone number
Construction cost
Year the project was completed
Owner's construction budget
Architect's construction estimate
Total contract award
Scheduled months for construction activities
Actual months for construction activities

D. NC911 Grant Project Experience

List completed projects that were funded in part by a NC911 Board grant-funded project in the past five years.

E. Team Organization and Résumés

Please provide an organizational chart that illustrates the role the key team members will play in this project as well as their résumés. Key team members include the principal-in-charge,

project manager, project architect, and key team members of each discipline correlating to these same positions.

F. Subconsultants

If outside consultants perform any of the A/E services, please list the firms and the services they will provide. Provide a brief firm description and the same information as required in Item A above.

G. Licenses, Certifications, and Litigation

1. Provide the firm's North Carolina Architectural, Professional Engineer (PE), and Surveyor License number. Include any additional certifications or accreditations that are relevant to the project.
2. Please list any claims filed by or anticipated to be filed by an owner against your firm or individuals in your firm for which you provided professional services over the last five years. Please provide the name of the plaintiff, a brief description of the claim, the value of the claim, and the outcome (if resolved) or current status.
3. Please identify if any architect or licensed professional employed by your firm has had their license revoked or suspended in the last ten years. If so, provide the name and the situation.

H. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability, errors and omissions, and other insurance coverages as appropriate.

I. References

Provide a list of at least three client references for projects similar to the one outlined in this RFQ. Include the client's contact information, project details, and your role in the project.

J. Timeline and Scope

Provide a proposed schedule for the phases of this project beginning with architectural design and concluding with construction completion.

K. Summary Statement

Provide a summary statement, of not more than one page, which summarizes the reasons your firm is best suited for this project.

Proposed location.

