

ROWAN COUNTY

North Carolina



Request For Qualifications

**Professional Engineering Services
for
Independent Fee Estimates**

February 16, 2016

INTRODUCTION

Rowan County requests Statements of Qualifications (SOQ) from interested and qualified engineering firms for professional engineering services. Rowan County anticipates awarding a single contract for the services required.

DESCRIPTION

The Rowan County Airport is located on Airport Loop in Salisbury, North Carolina.

PURPOSE

This is a Request for Proposal (RFP) for engineering services to provide an independent fee estimate for a ramp expansion and rehabilitation on the Rowan County Airport.

SCHEDULE

It is the intention of the Rowan County to select an Engineering firm for the services described within this RFQ. The following is a preliminary date list for this project:

<u>Task</u>	<u>Date</u>
Release RFQ	February 16, 2016
Accept Qualifications	March 5, 2016
Award Contract	March 14, 2016

REQUIREMENT / SCOPE

To be considered for selection, the Engineering Firm shall be qualified and capable of providing the following services:

Engineering services to provide an independent fee estimate for a ramp expansion and rehabilitation on the Rowan County Airport.

PROPOSAL FORMAT

To facilitate review of your SOQ by Rowan County, it is requested that your submission conform to the following format:

Coversheet – List project title (Engineering Services), the name of your firm, and the name, address, email address and telephone number of a contact person for questions concerning the proposal submitted.

Experience of the Firm – Provide a narrative of your firm’s prior experience and qualifications in design and construction administration services for similar projects. Provide a list of similar projects completed within the last five (5) years. Also, please reference the experience of firm personnel in working with similar projects.

Project Team – Provide a list of the project team members that you propose to use on this project and identify the responsibility of each team member and their current office location. Provide a brief resume for each person, detailing specific similar project experience.

References – Provide the name, address, email address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.

Other Supporting Data – Include any other information you feel to be relevant to the selection of your firm for this project. The entire SOQ must not exceed fifteen (7) pages, excluding the cover sheet and letter of introduction. SOQ’s exceeding 7 pages will not be considered.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

Criteria to be used in screening and ranking of the SOQ and selection of the successful firm are as follows:

Qualifications of the Firm, Including Firm Personnel – Preference shall be given to those firms and personnel with experience and training in design and construction administration for similar projects, as outlined in this RFQ. Experience in providing independent fee estimates for the FAA will be strongly considered.

Overall Qualifications of the Project Manager and Project Team – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered.

Response Capability / Project Understanding – Preference shall be afforded to those firms, who in the opinion of Rowan County are able to adequately respond to requests for independent fee estimates.

CONTRACT

After all of the SOQ's have been reviewed, the firm selected will be invited to negotiate a contract with Rowan County for engineering services to provide an independent fee estimate for a ramp expansion and rehabilitation on the Rowan County Airport. Rowan County reserves the right to contract with the selected firm for all or a portion of the services described in this Request for Qualifications.

PROPOSAL SUBMISSION

PROPOSAL SHALL BE EMAILED TO: AARON CHURCH
AARON.CHURCH@ROWANCOUNTYNC.GOV

All questions regarding this RFQ shall be submitted in writing and directed to:

AARON CHURCH
AARON.CHURCH@ROWANCOUNTYNC.GOV

In order that the selection process is as objective as possible, please do not contact Rowan County staff or officials other than as noted above.

GENERAL COMMENTS

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
3. The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Firm.
4. The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than two hours and will be conducted at the J. Newton Cohen, Sr. Rowan County Administration Building located at 130 West Innes Street.

REQUEST FOR QUALIFICATIONS

**ENGINEERING SERVICES
FOR
FEE ESTIMATES**

ROWAN COUNTY, NORTH CAROLINA

ACKNOWLEDGEMENT OF RECEIPT

Please send an email to Aaron Church as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, Please provide the following in email: Firm Name, Address, Phone Number, Email.

AARON CHURCH

AARON.CHURCH@ROWANCOUNTYNC.GOV