



**REQUEST FOR QUALIFICATIONS
FOR
ROWAN COUNTY**

**Consultant For Roof Projects
2023-017**

ROWAN COUNTY

130 West Innes Street
Salisbury, NC 28144
704-216-8178

jody.farrow-bennett@rowancountync.gov

Date Issued: Tuesday, January 24, 2023

Date Due: Wednesday, February 15, 2023, at 3:00 PM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

Rowan County Facilities Management Request for Qualifications (RFQ)

This Request for Qualifications (RFQ) is a solicitation for Statements of Qualifications (SOQ) from interested and qualified professional roofing consultation, engineer and/or architectural services. Rowan County anticipates awarding a single contract for the services. Rowan County plans to contract with a roofing consultant/architect to undertake architectural services related to upcoming roofing renovation projects.

Statements of Qualifications (SOQ) for the Rowan County Roof Consultant request will be accepted until February 15, 2023, at 3:00 pm ET at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. SOQ received after this time will not be opened. Faxed and/or emailed proposals will not be accepted. SOQ should be clearly marked "RFQ 2023-017 Roof Consultant" and sent or delivered to:

Rowan County Purchasing Department
Attn: Jody Farrow-Bennett, Purchasing Director
130 West Innes Street, Suite 31
Salisbury, NC 28144
704-216-8178
jody.farrow-bennett@rowancountync.gov
<https://www.rowancountync.gov/675/Purchasing>

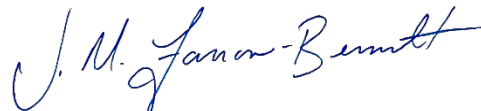
Once the RFQ is public all questions related to the RFQ shall be directed to the Purchasing Director. Any contact related to the RFQ with County Staff and/or Board of Commissioners will be prohibited and cause for rejection. All questions shall be submitted in writing to the Purchasing Director by 5pm ET on Monday, February 6, 2021.

Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards.

Rowan County reserves the right to award and/or reject any and/or all submittals and waive any technicalities or irregularities. For complete details, consult the RFQ.

This is the 24th day of January 2023.

Rowan County



By: Jody Farrow-Bennett
Rowan County Director of Purchasing

1. Section 1: Introduction & General Instructions

1.1. Intent of Request

The purpose of this Request for Qualification (RFQ) is to provide qualified professional consulting firms with a common, uniform set of specification to assist them in the development of their response and to provide a uniform method for the County to fairly evaluate such responses and subsequently select a firm from which to hire for the consulting portion of the project. The respondent must be licensed to do business in North Carolina.

1.2. Schedule:

<u>Task</u>	<u>Date</u>
Release RFQ	January 24, 2023
Acknowledgment Deadline	January 30, 2023
Questions	February 6, 2023, 5pm ET
Accept Qualifications	February 15, 2023, 3pm ET
Interview (if applicable)	Week of February 20, 2023
Award Contract on or after	March 7, 2023

2. Section 2: Requirement/Scope

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

1. Work with Rowan County officials to assess the condition of the applicable roofing system, document the work required to renovate the roofing system, select design preferences, bid the project, write contracts for Rowan County's review and approval, and monitor construction progress.
2. Rowan County intends to negotiate a multi-year contract with the chosen consultant to assist with several upcoming roofing renovation projects.

3. Section 3: SOQ Submission Requirements

3.1. Submission and Deadline

One (1) electronic SOQ should be submitted in .pdf format using software such as Adobe, CutePDF or PDF Writer.

The address of electronic deliveries is: jody.farrow-bennett@rowancountnc.gov and address for mailings and hand-deliveries is:

Rowan County Purchasing Department
Attn: Jody Farrow-Bennett, Purchasing Director
130 West Innes Street, Suite 31

Salisbury, NC 28144
Subject: “RFQ 2023-017 Roof Consultant”.

SOQs received after the deadline of Wednesday, February 15, 2023, at 3:00 PM ET, will not be considered.

All questions regarding this RFQ shall be submitted by 5 pm, February 6, 2023, by email to the same email address listed above.

No Contact shall be made with any Rowan County staff or elected officials once this RFQ is released to the public. Rowan County reserves the right to reject any and /or all SOQ’s and to waive informalities therein.

3.2. **Submission 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 (Roofing Architectural 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 planning and administrative work 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 (15) pages, excluding the cover sheet and letter of introduction. SOQ’s exceeding 15 pages will not be considered.

4. Section 4: SOQ Evaluation and Selection

4.1. **General Evaluation Procedure**

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 planning and administration for similar projects, as outlined in this RFQ.

Availability - Preference shall be afforded to those firms, who in the opinion of Rowan County are able to adequately respond to requests for consultation meetings and meet project administration requirements.

Experience with Similar Projects – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outlined in this RFQ.

Methodology –The firm’s system of methods, principles, understand of our detailed project requirements will be evaluated.

4.2. Evaluation Criteria

The evaluation criteria are intended to allow the County to evaluate specific aspects of a Respondent's experience, technical competence, and capability to perform.

The County will evaluate and rank the responsive SOQs by scoring the qualitative evaluation criteria set forth below to generate a Shortlist. The total number of points that will be used in evaluating all of the factors for this SOQ is 100, allocated as shown below:

1. 20% = Qualifications of Key Personnel
2. 20% = Availability
3. 30% = Experience with Similar Projects
4. 20% = Methodology
5. 10% = References

4.3 Contract

After all the SOQ’s have been reviewed, the firm selected will be invited to negotiate a contract with Rowan County for architectural and consulting services related to roofing renovation projects. 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.

A detailed scope of work will be developed and agreed to by the Roofing Consultant and Rowan County for each roofing renovation project undertaken. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the contract. The terms of the contract will not be exclusive, and the contract may be cancelled by either party for any reason at any time.

5. Section 5: 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 Consultant.
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.
5. The following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):
 - Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)

**REQUEST FOR QUALIFICATIONS
ROOFING CONSULTANT
ROWAN COUNTY, NORTH CAROLINA**

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to:

Rowan County Purchasing Department
Attn: Jody Farrow-Bennett, Purchasing Director
130 West Innes Street, Suite 33
Salisbury, NC 28144
704-216-8178
jody.farrow-bennett@rowancountync.gov

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

_____ YES – our company does have an interest in responding

_____ NO – our company does not have an interest in responding

Name (print): _____

Title: _____

Signature: _____

Date: _____

**NOTICE TO RESPONDENTS
PLEASE RETURN THIS SECTION UPON RECEIPT**