

ROWAN COUNTY

North Carolina



Request For Qualifications

**Engineering Services
for
Courthouse HVAC Replacement**

November 22, 2016

INTRODUCTION

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

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to obtain information about Engineering firms interested in providing expert professional design and construction administration services at the discretion of Rowan County for the renovation of the HVAC system at the Rowan County Courthouse, located at 232 North Main Street, Salisbury, NC. The information obtained will be utilized by Rowan County to evaluate each interested firm by utilizing the criteria outlined in this RFQ. The County will select and negotiate a contract with the consultant most qualified for this project.

REQUIREMENT / SCOPE

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

- 1) Investigate County needs, prepare specifications, prepare construction documents and provide construction administration services. The County is expecting a system, upon completion, that will perform well into the future with high operational efficiency and minimum maintenance.
- 2) The existing system consists of two (2) 215 ton water cooled chillers, one (1) 440 ton cooling tower and six (6) pumps – primary/secondary chilled water loop and condenser water loop.
- 3) The project will include modernization of controls.
- 4) Provide a removal and disposal plan for existing units.
- 5) Provide a design for the new units and associated equipment, including implementation schedule.
- 6) Provide construction documents, inclusive of technical drawings and specifications detailing and directing demolition and construction necessary to achieve a fully functioning system.
- 7) Develop a schematic of the mechanical equipment and prepare specifications.
- 8) Provide construction administration for the project, hold construction meetings and monitor construction progress relative to scheduling.
- 9) Provide all correspondence and serve as the liaison between County and Contractor.
- 10) Perform field observation and provide technical assistance as needed to direct the contractor on any minor changes or clarifications.
- 11) Review and certify all requests for payment.

SCHEDULE

It is the intention of the Rowan County Board of Commissioners 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	November 22, 2016
Voluntary pre-bid conference	December 6, 2016 at 10:00 AM
Accept Qualifications	December 20, 2016 until 5:00 PM
Interview Engineering Firms (if applicable)	Week of January 2, 2016
Award Contract (anticipated)	January 16, 2016

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 (Rowan County Courthouse HVAC Replacement), 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 (15) pages, excluding the cover sheet and letter of introduction. SOQ’s exceeding 15 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.

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. 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.

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 consultation meetings, meet project administration requirements, and understand detailed project requirements.

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 and construction administration services related to the design and replacement of the HVAC system at the Rowan County Courthouse. 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

Submit three (3) copies of the SOQ no later than 5:00 PM on Tuesday, December 20, 2016. No submittals will be accepted after this time. All submittals should be clearly marked **“Rowan County Courthouse HVAC Replacement”**. Faxed qualifications will not be accepted. Submit to:

Rowan County
Attention: David Sifford, Purchasing Agent
130 West Innes Street
Salisbury, NC 28144

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

David Sifford, Purchasing Agent at david.sifford@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 Engineering 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.
5. This project is not yet funded. The chosen engineering firm will work with the County to determine an estimated budget. It is anticipated that the project will be funded in the fiscal year 2018 budget, which begins July 1, 2017.

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES
FOR
COURTHOUSE HVAC REPLACEMENT
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:

David Sifford, Purchasing Agent
Rowan County
130 West Innes Street
Salisbury, NC 28144
Phone: 704-216-8174
Fax: 704-216-8166

david.sifford@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**