

# **ROWAN COUNTY**

**North Carolina**



## **Request For Qualifications**

### **Professional Architectural Services for EMS Station**

**July 10, 2015**

**INTRODUCTION**

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

**DESCRIPTION**

Rowan County plans to add a new EMS Station in Rockwell, NC. The architectural services related to the project include working with County officials to perform design and construction administration services for the construction of the new EMS Station.

**PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information about Architectural firms interested in providing expert professional design and construction administration services at the discretion of Rowan County for the construction of a new EMS Station. The information obtained will be utilized by Rowan County to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

**SCHEDULE**

It is the intention of the Rowan County Board of Commissioners to select an architectural 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	July 10, 2015
Accept Qualifications	July 24, 2015
Interview Planning Consultants (if applicable)	Week of July 27, 2015
Award Contract	August 3, 2015

### **REQUIREMENT / SCOPE**

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

Work with Rowan County officials to perform design and construction administration services for the construction of a new EMS Station. The proposed structure will be constructed to commercial standards, compliant with ADA and local fire codes. The floorplan will consist of 4 bedrooms, 2 baths, full kitchen, common dining and living area and a workroom/office area. Total square footage of this area is expected to be approximately 1600 square feet. There will be an attached, oversize garage of a drive through design with 2 vehicle entry/exit doors on the front and rear of the structure. Total square footage of the garage is expected to be approximately 1100 square feet.

### **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 (EMS Station 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 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 architectural and construction administration services for the construction of a new EMS Station in Rockwell, NC. 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 3:00 p.m. on Friday, July 24, 2015. No submittals will be accepted after this time. All submittals should be clearly marked **“EMS Station Architectural Services”**. 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](mailto: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 Architectural 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**

**ARCHITECTURAL SERVICES  
FOR  
EMS STATION**

**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](mailto: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**