

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES
CATAWBA COUNTY CATTLEMEN'S ASSOCIATION
LOADOUT AND EDUCATION FACILITY

RFQ NO. 24-1014



catawba county

MAKING. LIVING. BETTER.

Date of Issue: January 17, 2024

Qualifications Statement Due Date: February 5, 2024

Time: 4:00 PM ET

Issued by:
Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224

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Section I Advertisement

Pursuant to NCGS §143-64.31, Catawba County (“County”) is soliciting Statements of Qualifications (SOQs) from Professional Firms interested in providing Architectural/Engineering Design services required to design and construct a Loadout and Education Facility that will serve the Catawba County Cattlemen’s Association.

The selected Firm should be prepared to have complete drawings and specifications for bidding and permitting ready for submission for all applicable permits and authorizations within **160 calendar days** of being given a notice to proceed by the County.

Statements of Qualifications will be accepted until **4:00 pm on February 5, 2024** and must be submitted to:

Tina M. Wright
Catawba County Purchasing Manager
PO Box 389 (mailing address)
25 Government Drive (physical address)
Newton, North Carolina 28658

Catawba County reserves the right to reject any/all submittals. The County assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements or final selection. This Request for Qualifications and any Addenda will be posted on the County’s website at www.catawbacountync.gov - County Services – Purchasing – Bid Notices.

Once the submittals have been reviewed, if necessary, the County reserves the right to shortlist Firm(s) and request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

Information regarding requirements and instructions for the preparation of qualifications statements are contained in the following RFQ. Please read the entire document carefully.

Tina M. Wright, NIGP-CPP, CPPO
Catawba County Purchasing Manager

Section II

RFQ Schedule and Submission of Qualifications

RFQ Schedule

The table below shows the *intended* schedule for this RFQ. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFQ	County	January 17, 2024
Statement of Qualifications Due	Firms	February 5, 2024 by 4:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon Execution

The qualifications statement shall be submitted no later than 4:00 PM ET on February 5, 2024. No submittals will be accepted after the deadline.

Once the submittals have been reviewed, if necessary, the County reserves the right to shortlist Firm(s) and request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

Submission of Qualifications

The qualifications statement must be submitted with one (1) original and one (1) electronic copy on flash drive. In addition, qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections.

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified in Section IV: Contents of Qualification Statement. Failure to follow these instructions may be considered a non-responsive submission and may result in immediate elimination from further consideration. The qualifications statement should be sent to the address indicated in the table below.

Mailing address for delivery of RFQ via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFQ Number: 24-1014 Catawba County Government Center Attn: Tina Wright, Purchasing Manager Post Office Box 389 Newton, North Carolina 28658	RFQ Number: 24-1014 Catawba County Government Center Attn: Tina Wright, Purchasing Manager 25 Government Drive Newton, North Carolina 28658

IMPORTANT NOTE: All qualifications shall be physically delivered to the office address listed above on or before the submission deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Firm(s). It is the sole responsibility of the Firm to have the qualifications physically in this Office by the specified time and date of opening.

Section III

Scope of Work

The selected Firm shall work with County staff in the preparation of design drawings, specifications, bid documents and bid recommendation for the design and construction of a code-compliant facility located at 2894 Mt Olive Church Road, Newton, North Carolina 28658 (LRK 302147). The scope of work for this project will include three (3) metal structures:

1. Main education building: The main education building will be 50' x 50' in size and climate controlled. The building will have a meeting space with a small kitchen/food serving area, a small office, restrooms and storage area.
2. Storage building: The storage building will be 16' x 24' in size for storing cattle associated supplies.
3. Covered loadout/demonstration pole barn: The covered education/demonstration pole barn will be 50' x 160' in size. This area will house portable corals with lighting and fans, automatic cattle waterers, and a concrete pad for scale area.

The site requirements include a wide gravel entrance with gate, gravel turn around/loading area with grass parking for larger trailers/transport. The site will also require a septic system, water, electricity and internet feed. The landscaping will require soil berms with plant/bush/tree screening.

The services required for this project will include, but are not are limited to:

- a. Architectural design
- b. Written specifications for a formal bid process
- c. Attend Pre-Bid Conference and other scheduled meetings as needed.
- d. Mechanical, Electrical, Plumbing and Fire Protection Engineering
- e. Structural Engineering
- f. Civil Engineering
- g. Audio Visual, Telecommunications, Data, Security Design
- h. I.T. Collaboration
- i. Signage (interior and exterior)
- j. Furnishing of such documents and design data as may be required to obtain approvals and permits of all state, federal, and local agencies that may have jurisdiction over the design and construction of this project, or any part thereof.
- k. Assist the County in obtaining all necessary approvals and permits required.
- l. Answer any questions from Contractor(s) related to the plans and specifications.
- m. Construction Administration

The list of tasks above is not meant to be a full description of the work, but a summary breakdown of the scope in the architectural/engineering design services required for this project.

Section IV

Contents of Qualification Statement

Respondents must carefully read the information in this “Contents of Qualifications Statement” section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection.

Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections.

Qualification Statement shall include the following information:

1. Introduction – Letter of Transmittal

- Summarize in a brief and concise manner the Firm’s understanding of the scope of work relating to this request and make a positive commitment to perform the work in a professional and timely manner.

2. Qualifications of Firm

Please provide:

- General work plan that demonstrates the Firm’s complete understanding of the scope of work and approach to the design process.
- Company’s recent history and experience relating to projects of same or similar scope as this project.
- Qualifications of the firm and overall qualifications of project’s managers and key personnel.
- Firm’s approach and/or method of cost control and project scheduling.
- Firm’s approach to quality control and assurance process.
- Firm’s experience with local government projects.
- Hourly billing rates charged by your Firm for each position type.
- Summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state.
- List any regulatory or license agency sanctions. If no license sanctions against the Firm, please state that.

3. Project Management and Key Personnel

Please provide:

- Firm staff resumes that show experience in North Carolina for staff assigned to this project.
- State qualifications of the Firm's key personnel who will be assigned to work with the County.
- List of personnel who will work on the project and experience on projects of similar scope.
- Project Management and Key Personnel's approach to and/or method of cost control and project scheduling. List of projects of similar scope detailing if completed on time and within budget.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this particular scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.
- List any unique qualifications or work methodology.
- Current work load and percentage of availability of key personnel.

4. References – Past Performance and Existing Contracts

Please provide:

- List of previous and current clients for work similar to this scope of work within the past five years. Include names and location of project, brief description and Firm's key personnel's involvement, name of project manager and telephone number, date and value of project. In addition, please complete Section VII: Reference Disclosure Form and submit with qualifications.

Section V

Selection Process and Evaluation Criteria

Catawba County will use the following selection process. This process is designed to ensure that Firms are selected in a fair and uniform manner. In addition, the process is intended to ensure those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified Firm has the opportunity to be considered for providing professional services to Catawba County.

A Selection Committee will evaluate responses to the Request for Qualifications and determine the most qualified applicants. It is the intention of the County to retain a Firm with demonstrated abilities to meet timelines, budgets and client expectations.

Upon receipt of the Statements of Qualifications from Firms, the Selection Committee will review using a scoring matrix that has been determined by the Committee and detailed below. Past performance will be scored based on responses from the references submitted by the Firm and/or the experience of Catawba County staff with particular Firm's past performance. Only one reviewer will contact any given reference.

The Selection Committee will use the total point scores to rank the prospective Firms. The Selection Committee will determine the most highly qualified Firm based upon the ranking scores. Once the Firm is selected, contract award and authorization will be sought from either the County Manager or the Catawba County Board of Commissioners, whichever is applicable.

Evaluation Criteria

The Content of Qualifications Statement, as referenced above, shall be evaluated as follows:

Description	Total Possible Points
Qualifications of Firm <ul style="list-style-type: none"> • Project Understanding • Project Experience of Similar Scope • Previous/Pending Litigation 	30
Project Management and Key Personnel <ul style="list-style-type: none"> • Experience on Similar Projects • Professional Training/Qualification • Work Load and Availability • Cost Control/Scheduling – Projects on Time and in Budget • Relevant Licenses/Certifications 	60
References – Past Performance and Existing	10
	100 Points

Section VI Insurance Requirements

Firm shall maintain at all times during the term of this Agreement, at the Firm's sole expense the following minimum insurance requirements. Please note, County reserves the right to increase the minimum insurance requirements in a task order if the County determines higher insurance limits are needed based on project value.

A. Commercial General Liability Insurance

Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance.

B. Professional Liability Insurance

Firm shall maintain Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate.

C. Business Automobile Insurance

At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

D. Workers Compensation & Employers Liability Insurance

At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Firm shall also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 each employee for injury by disease.

E. General Requirements

1. Catawba County shall be named as an additional insured under Firm's automobile and general liability insurance. In the event of a loss arising out of, or related to the Firm's services performed under this Agreement, Firm's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
2. The Workers Compensation insurance must contain a waiver of subrogation in favor of the County.

3. Firm shall be responsible for insuring all of its own personal property, improvements, and betterments.
4. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of thirty (30) days' notice to the County of any material change in coverage, cancellation, or non-renewal.
5. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
6. Prior to the execution of written contract, Firm will provide a Certificate of Insurance ("COI") to the County. Firm agrees to indemnify the County if the insurance policy referenced in the COI does not contain, at a minimum, the coverage amounts listed on the COI. Firm agrees to provide complete copies of policies if requested. Failure of Firm to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Firm's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

Section VII Reference Disclosure Form

Firm shall provide information regarding experience in work similar to this scope of work by listing THREE (3) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A CATAWBA COUNTY GOVERNMENT LISTING. References should be clients of a similar scale as the services requested in this RFQ.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF PROJECT: _____
SIZE OF PROJECT: _____
JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF PROJECT: _____
SIZE OF PROJECT: _____
JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF PROJECT: _____
SIZE OF PROJECT: _____
JOB DATES:
BEGINNING _____ END _____

Section VIII
Intent to Submit Statement of Qualifications
RFQ 24-1014

To ensure you receive all addenda issued for this RFQ, please complete and submit this form to Tina M. Wright, at the following email address: tinawright@catawbacountync.gov.

I, _____ a representative of _____

_____ confirm that we intend to submit

a Statement of Qualifications for **Catawba County Cattlemen’s Association Loadout and Education Facility**

Firm Name _____

Firm Address _____

Firm Contact Name _____

Phone (____) _____

E-mail _____

Date _____