



COUNTY OF HARNETT
SHERIFF'S OFFICE AND DETENTION CENTER
LILLINGTON, NC 27546

REQUEST FOR QUALIFICATIONS FOR
ELECTRICAL ENGINEERING SERVICES AND PROJECT MANAGEMENT
QUALIFICATION STATEMENTS DUE JUNE 30, 2025 NO LATER THAN 4:00 P.M.

SUBMIT VIA FEDEX, UPS OR HAND DELIVER TO:

HARNETT COUNTY RESOURCE CENTER AND LIBRARY
ATTN: RENE WARREN-FORD
PURCHASING SPECIALIST
455 MCKINNEY PARKWAY
LILLINGTON, NC 27546

I. INTRODUCTION

The County of Harnett is soliciting Requests for Qualifications (RFQ) from firms interested in entering an engineering services contract for design, contract administration, construction administration, and construction inspection of a Capital Improvement Project (CIP) consisting of replacing the existing normal power service switchgear 'MDP' and providing a generator large enough to provide optional standby power to back-up the entire facility.

The County of Harnett will select firm(s) with which to negotiate contract(s) using a Qualifications Based Selection process. Selection will be based on demonstrated experience and expertise in the electrical distribution to included but not limited to power switchgear (MDP) and back-up generators field including the areas of planning, design, contract administration, and construction inspection. The County of Harnett also believes that other important traits for successful project execution are the ability of the firm to work in partnership with The County of Harnett staff and management and with other consultants and contractors who may be part of a project and the ability of the firms to respond in a timely manner to any issues that may arise. The County of Harnett seeks to qualify firms to best match the complexity and needs for current projects.

The County of Harnett wishes to complete this selection process in a timely fashion based on the following schedule.

Schedule for Selection of Qualified Firms

| Sequence of Activity | Tentative Dates |
|---|-----------------|
| Issue RFQ | June 3, 2025 |
| Firms submit questions concerning RFQ | June 13, 2025 |
| Harnett issues last addenda | June 20, 2025 |
| Firms submit Statements of Qualifications | June 30, 2025 |
| County staff reviews responses and selects short list of firms | July 7, 2025 |
| County staff evaluates firms on short list and selects qualified firms | July 14, 2025 |
| County of Harnett approves qualified firms, notifies qualified firms, and begins contract negotiations. | August 1, 2025 |

II. GENERAL

- A. Send all responses using the format described in Part V of this request directly to:

Harnett County Resource Center and Library
Attn: Renea Warren-Ford
Purchasing Specialist
455 McKinney Drive
Lillington, NC 27546

- B. Sealed packages will be received at the address specified until 4:00 p.m. on June 30, 2025.

- C. Refer technical inquiries to:

Renea Warren-Ford
Purchasing Specialist
Email: purchasing.support@harnett.org
Subject Line: Electrical Engineering Services RFQ

- D. The County of Harnett invites and encourages participation by businesses owned by minorities, women, disabled, disabled business enterprise and non-profit work centers including utilization as subcontractors to perform functions under the engineering services contract.
- E. All responses will be open for inspection and reviewed by The County of Harnett's staff during the selection process. After the selection, the responses will be available to the public. All materials and information submitted during the qualification process will become the property of The County of Harnett to keep or destroy and will not be returned to the respondent. Trade secrets and proprietary information cannot be safeguarded.
- F. It is The County of Harnett's intention to utilize construction inspectors qualified through this RFQ. Construction inspectors may be assigned to inspect work that was not designed by their firm.
- G. Respondent's Representative for Business Purposes: The name, mailing address, and telephone number of the respondent's authorized agent with authority to bind the firm and answer questions concerning the respondent's qualifications must be clearly stated.
- H. Facsimile Information: Facsimile information **will not** be considered; however, information submitted may be modified by such means, providing such notice is received before 4:00 p.m. on June 30, 2025, and signed original documents are provided within five (5) days.

- I. Cost of Preparation: The County of Harnett will not reimburse respondents for costs incurred in the preparation and submission of a statement of qualifications or for the preparation and submission of additional information that may be requested during the selection process.

III. DESCRIPTION OF THE PROJECT

Qualifications will be evaluated by The County of Harnett based on the firm's project knowledge, skills and demonstrated success and abilities in construction of large water and sewer lines.

In general, the following tasks shall be included in the scope of work:

The addition of a generator to power the entire Sheriff's Office and Detention Center and replacement of the main switchgear. The County of Harnett has completed a study of the existing electrical demand usage, generator capacity required to serve the entire facility and analysis of replacement of the main electrical switchgear. The study includes options on the replacement of the switchgear. The County of Harnett has a choice in the study's recommendations and request quotes on these recommendations.

The study will be available upon request of bidders.

1. Review the proposed area for installation of generator and switchgear and prepare an alternative analysis for potential options. Include preliminary cost estimates for each alternative.
2. Meet with Harnett County staff to review and obtain approval of the recommended options.
3. Conduct all necessary geotechnical studies and field surveys to facilitate design, permitting, and construction of the approved project. Provide topographic surveys to include a designated width corridor along any proposed connection between generator and facility, along all proposed sewer service alignments, and any other areas necessary to design for sewer service to the project needs within the project limits. Establish horizontal and vertical control for use in construction.
4. During the design phase, prepare for and lead regular project meetings. These will include project kick-off and monthly progress meetings at a minimum. Prepare and distribute minutes from these meetings.
6. Prepare bid documents and conduct public bidding for the approved generator and switchgear, and all other related work. Utilize The County of Harnett's standard "front-end" construction documents, including general, supplementary, and special conditions, construction administration forms, bid proposals, and owner-contractor agreements. Provide all special construction specifications. Utilize The County of Harnett's standard specifications and construction specifications where possible, providing information on specific differences where it is not possible. Prior to advertising the project for bids, provide The County of Harnett with a

final engineer's construction cost estimate for the project.

7. Obtain all permits required for the project and prepare any necessary environmental reports. Anticipated permits include, but are not limited to, NCDEQ Erosion and Sedimentation Control, DWQ 401 Water Quality Certification/Riparian Buffer Authorization, USACE 404/Nationwide 12, and NCDOT encroachment. Permit fees will be paid directly to the permitting agency by The County of Harnett.

8. Upon acquisition of all permits, advertise the project for public bids for construction. Receive proposals, provide a certified bid tabulation, and make a recommendation of award of contract.

9. Coordinate execution of contracts, review and approve submittals for conformance to design intent, reply to requests for information, and provide any design intent clarifications during construction. Maintain updated accurate record drawings throughout the project. Provide full-time inspection services during construction of the project to provide certification of the completed work.

10. Prepare for and lead regular meetings during the project construction phase. At a minimum, construction kick-off and weekly progress meetings are anticipated. Prepare and distribute minutes from these meetings.

12. Provide two hard copies of the certified record drawings as well as electronic copies in both PDF and an approved editable format.

All documents and reports shall be submitted in PDF format. Any hard copies of plans shall be 22-inch by 34-inch and shall also be submitted as both PDF and DWG drawings. PDF files shall not exceed 1.5 MB and shall be named so that sheet title and sheet number are evident. The CAD drawings shall contain all reference, shape, plot and other necessary files needed to exactly reproduce the hardcopies and should be submitted on an electronic media device such as a CD or flash drive. All graphs, images, or spreadsheets contained in the PER or other documents shall also be saved to an electronic media device in their original formats (e.g. word, excel, etc.).

IV. PROJECT SCHEDULE

The tentative completion date for the construction phase of the initial project is June 2026.

The County of Harnett anticipates approval of the selected Consultant by August 2025 and will issue a Notice to Proceed soon after the scope and fees are finalized, and the agreement has been executed.

V. CONTENT AND FORMAT OF SUBMITTALS

Proposals shall be single volume booklets bound such that they lay flat when opened. Sections

shall be indexed and tabbed for easy reference to the material contained within. Tabs shall be labeled and extend beyond the page width. All submittals shall adhere to the following format and include, at a minimum:

Introduction

- Introductory letter including a clear, concise explanation as to why The County of Harnett should select your firm for this work.
- Firm name, contact person, address and telephone number.
- Table of Contents.

Firm Experience and Workload

- Detailed description of experience on similar projects.
- List of all similar projects completed in the past five years, including the name and telephone number of a contact for each client who can verify the information provided.
- List of projects completed for the County of Harnett or their associated departments within the past five years.
- List of current projects and percent complete.

Firm Personnel Experience

- Organizational chart of the proposed project team and role of each member.
- Name, location and brief summary of staff members available to work on project.
- Experience of all firm personnel who will actually work directly on this project including years of relevant experience, education (school, degree and year of graduation), professional registration and availability to work on this project.
- Firm name, contact person, address and telephone number for each sub-consultant proposed to work on this project, as well as experience and qualifications of each.

Project Approach

- Provide a project approach outline
- Sub-tasks may be added to clarify the project approach.
- Proposed project management and communications approach for this project.
- Demonstration of the firm's proven ability to successfully manage construction, testing, and startup for these types of facilities.
- Examples of how the firm has provided innovative coordination, management, startup, scheduling, etc. at other similar facilities.
- Suggestions for additional services which may enhance the value of this project.

Project Schedule

- Provide a proposed time schedule from kickoff through completion, listing the key tasks in each phase.
- Outline the firm's procedures and methods for assuring that the time schedule will be met.
- Identify the person responsible for assuring schedule compliance.
- Identify opportunities to expedite completion.

The County of Harnett staff members will review the proposals based on the criteria below and may make a recommendation to negotiate a tentative contract. This request for qualifications does not commit The County of Harnett to award a contract or enter into an agreement, to pay costs incurred in the preparation of a response to this invitation, or to procure or contract for any services or supplies. The County of Harnett reserves the right to reject any or all submittals received as a result of this request for proposals, or to cancel this request in part or in its entirety, if it is deemed in the best interest of The County of Harnett to do so. Proposals shall be evaluated based on the following criteria:

1. Firm experience/workload - Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of The County of Harnett's goals and purpose for this project, specific management approach and how the firm proposes to achieve the project's time goals, how well the firm's organizational structure shows sufficient depth for its present workload and this RFQ, and the firm's ability to offer the breadth and quality of services required for proposed The County of Harnett's projects.
2. Experience of the personnel assigned to the project team - Significant consideration will be given to the individual qualifications of the project team members who will actually perform substantial amounts of the work on this project. Considerations will include qualifications of key personnel, project team members' individual experience and qualifications, project manager's experience and qualifications, sub-consultant's individual experience and other qualifications.
3. Response to the project objectives outlined in the RFQ - This includes a demonstrated understanding of the scope and purpose of the project, a demonstrated ability and experience in the design, permitting, and construction management of backup generators and switchgear for commercial buildings.
4. Schedule - The proposed schedule for performing the work for the proposed projects. If a contract is awarded, the selected firm must be in a position to begin work immediately and move promptly toward implementation and completion. The tentative completion date for all construction work and service connections is June 30, 2026.
5. Interview - If necessary, some firms, but not necessarily all, may be requested to appear before the review committee for an interview. The requested firms will be given a minimum of seven (7) days' notice to prepare. The interview will consist of a presentation of the firm's qualifications for the job, experience on similar projects, explanation of any ideas the firm has that may have a bearing on overall project cost or schedule and a question/answer period. Each firm's proposed key project staff shall attend the interview. Each firm shall be responsible for all costs (e.g. travel and presentation materials) related to the presentation.