



Request for Qualifications

Design & Construction Management
Services

Lenoir County Government

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Request for Qualifications (RFQ) for Design & Construction Management Services for construction and renovation projects for various County-owned facilities.

Proposal Submission Deadline – 2:00 pm August 1, 2024

Lenoir County will receive statements of qualifications herein described. The County reserves the right to reject any or all submissions. All changes to the terms, conditions, or specifications stated in this request for qualifications shall be issued through formal addendums and posted on the County's website.

Section 1. Purpose

Lenoir County seeks statements of qualifications from qualified design firms to provide design and construction administration services for various County-owned facilities. The selected firm will be contracted to provide designs on an as-needed basis for particular building systems that may be required for renovation or construction of a County-owned building. Furthermore, the selected firm will be contracted to provide oversight and construction administration services for renovation and construction projects for County-owned facilities.

Section 2. Submission Requirements

1. **Deadline.** All statements of qualifications are due to Lenoir County by **2:00 pm on August 1, 2024**. Statements of qualifications received after this deadline will not be considered.
2. **Format.** Statements shall be submitted in either physical or electronic copy.
3. **Contact Information.** For questions regarding this request for qualifications, please feel free to contact the Lenoir County Planning Department via phone at 252-559-2260 ext. 7249 or via email at adam.short@lenoircountync.gov.

Please submit hard copy proposals to:

Lenoir County Planning Department
c/o Adam Short
PO Box 3289
Kinston, NC 28502

4. **Pre-submission Questions & Discussion.** Lenoir County staff will be available for questions and discussion regarding this request for qualifications, by appointment only, to be scheduled no less than three days prior to the deadline for submission. To schedule a conference, please contact Adam Short as listed above.

Section 3. Project Goal

The County's intent is to retain a qualified firm manage various construction projects the County intends to undertake in the coming year or longer; this firm will also be expected to provide design for building systems on an hourly basis, as-needed. The nature of the construction and renovation projects may necessitate design for building systems such as structural, electrical, plumbing, or mechanical. These design and construction services will facilitate the work of a separately contracted general contractor.

Section 4. Scope of Work

The following scope of services is included as a guide for those individuals or companies submitting responses to this request for statements of qualifications. This request is intended to identify the minimum service level expected from the successful consultant and, as such, should be modified and augmented, based upon the experience of the firm, as necessary, to complete the scope of services or to ensure a long-term solution that addresses the needs of Lenoir County.

The consultant selected through this process will enter into an agreement with Lenoir County to provide design services and construction management services for particular improvements for Lenoir County facility projects as herein described. The selected consultant shall determine the best approach and treatment for the proposed scope of services.

Based on the requirements of Lenoir County the consultant shall provide the following services:

1. Facility inspections and evaluations;
2. Assist in compiling individual scopes of work and consult with County Administration on design and construction needs for the following County facilities:
 - a. EMS Station 1 (2404 North Queen Street);
 - b. Lenoir County Information Technology Building (103 South McLewean Street); and
 - c. Lenoir County Courthouse (130 South Queen Street).
3. Lead the bid process for each facility, including development of bid materials, conducting bid advertising and opening, and coordination with prospective contractors;
4. Coordinate with selected general contractor(s) to provide designs for building systems as necessary for contractors to acquire necessary permits and complete work with clarity.

Section 5. General Requirements

1. The consultant shall provide examples of relevant experience with similar projects and scopes of work and shall be competent to perform the services required under this RFQ;
2. The work being requested is professional in nature. It is understood that the consultant is of professional status and is licensed, as appropriate, to perform this work and undertake this scope in the State of North Carolina;
3. The consultant shall be financially solvent and the County reserves the right to request information to determine solvency; and
4. The consultant shall be responsible for ensuring all projects comply with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

Section 6. Statement of Qualifications Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements herein listed:

1. Overview and Qualifications

- a. Name, address, telephone number, and email address of the primary point of contact;
- b. Name and address of each firm's principal officers;
- c. A description of each firm's technical capabilities and areas of expertise;
- d. A detailed and itemized description of the firm's ability to provide the services described in Section 4: Scope of Work;
- e. A list of the primary points of contact for this project and their credentials and relevant experience in projects similar to the scope herein described;
- f. A brief description of at least three similar projects performed that might help our understanding of the contractor's ability to perform the scope herein described;
- g. A description of how the project will be managed, who will be the primary point of contact and responsibilities of key individuals on the project;
- h. A description of the total fee to be charged by the contracting firm.

2. Selection Process

County staff will select a consultant based on critical factors including responsiveness to this RFQ; description of approach to services; relevant project experience; qualifications of the responding firm and principal staff; responsiveness to the scope of work and overview and qualifications; readiness to undertake the required services; ability to execute an acceptable written contract; and hourly rates of the proposed scope of work. The County reserves the right to reject any or all submissions and to request written clarifications and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



Sandra Barss, County Finance Director