



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
QUALIFIED PROFESSIONAL ENGINEERING AND ARCHITECTURAL
SERVICES**

Cumberland County is soliciting statements of qualifications from architectural/engineering firms experienced in design, bidding, construction administrative oversight and construction inspection of upcoming infrastructure and other capital improvement projects including, but not limited to the following areas for any County department:

A. Architectural

1. Building Design
2. Building Renovations

B. Civil Design

1. Sidewalks
2. Site Design
3. Grading/Storm Drainage
4. Parking Lot Design/Repairs
5. Water & Sewer Utilities

C. Structural Design

1. Roofs
2. Building Envelope Repairs
3. Special Inspections

D. Geotechnical / Testing / Environmental

1. Geotechnical Services
2. Soils Scientist Services
3. Material/Construction Testing
4. Environmental Services
5. Brownfields
6. Industrial Hygiene

E. Construction Management

1. Project Management
2. Contract Management
3. Inspections Services
4. Design Plan Review (Constructability)

F. Surveying

1. Surveying Services

G. Electrical

1. System Evaluations
2. System Design and Specifications
3. Contract Administration

H. Mechanical

1. System Evaluations
2. System Design and Specifications
3. Contract Administration

I. Plumbing

1. System Evaluations
2. System Design and Specifications
3. Contract Administration

J. Elevator Modernization

1. System Evaluations
2. Design & Specifications

K. Fire Protection Engineering

1. System Evaluations
2. System Design and Specifications
3. Contract Administration

L. Landscape Architectural

1. Landscape Design

It is the intent of the County to select a qualified list (as referred herein as “the list”) of qualified firms using a Qualifications Based Selection (QBS) process to provide these services on an as needed basis. Selection criteria will include qualifications of the proposed project team, demonstrated experience and expertise in the field of interest, submittal completeness, the firm’s resources and capacity, ability of the firm to work in partnership with County staff, management, and other consultants and contractors who may be part of a project, and the ability of the firm to respond in a timely manner to any issues that may arise.

The list shall be effective for a period of three (3) years with an option to extend for additional one-year periods, not to exceed two additional years, or a maximum of five (5) total years from the date of notification by the County of a firm’s inclusion on the list. Selection by the County for the qualified list is not a guarantee that any firm will receive a project. As projects arise, the County will select the firm based on the RFQ scores in which the highest ranked firm in the specific discipline/category needed for the project will be selected. If that vendor is unable to perform the work, meet project deadlines, or the County cannot negotiate fair and reasonable compensation, then the second highest rated firm will be contacted. The contract will be awarded to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated. The County makes no guarantee

of a specific volume of work or a total contracted amount arising from this solicitation. Additionally, the County makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) will be spread equally or according to any other specific criteria, among the firms on the list.

Selected firms that do not meet the County's performance expectations, routinely decline opportunities to participate in projects offered, or lose significant internal expertise submitted with the original RFQ response may be removed from the list without notice to the firm.

While it is the County's intent to utilize the list for the majority of capital improvement projects over the three (3) year period, the County reserves the right to issue separate solicitations for a specific project or projects when it is determined to be in the best interest of the County to do so.

Selected firms shall agree to provide information regarding changes in ownership, operation, or personnel to the County in a timely manner. The County, upon evaluation of information received, reserves the right to remove a firm from the list.

Upon selection of a firm for a specific project, the firm and the County shall negotiate and agree to the scope of work, responsibilities and compensation for the project, after which a Professional Services Agreement for the project will be executed by the firm and the County.

All information and material submitted in response to this solicitation shall become the property of Cumberland County and shall be subject to the provisions of the North Carolina public records law.

Attachment A includes the disciplines that Cumberland County is issuing the RFQ to perform architectural/engineering services for. Cumberland County will rank each firm individually per discipline. Each submitting firm shall indicate on Attachment A which discipline(s) of engineering they would like to be considered for. A firm may be selected to be the top ranked firm in one discipline; however, they may not be ranked highly in an additional discipline based on their submittal package.

Firms will be evaluated according to their Statement of Qualifications and the criteria listed in the package requirements. The evaluation will be performed according to the scoring matrix below:

Criteria	Percent Weight
Personnel Qualifications	20%
Consultants/Subconsultants	20%
Project & Project Management Experience	25%
Experience & Expertise	25%
General Information	10%

Additionally, firms are required to comply with Attachment B. Attachment B includes

Federal Contracting Requirements that will be incorporated into the RFQ and contractual provisions which will be applicable when performing services for Cumberland County.

QUALIFICATIONS PACKAGE REQUIREMENTS

The Qualifications Package shall consist of the following information, tabbed as identified and in the order indicated. A firm who submits a package that does not follow the order or address each of the sections specified below may be deemed non-responsive.

Section 1 – Letter of Transmittal/General Information

- Firm name, year established, address, telephone number, fax number and contact person.
- Provide a copy of the firm's licensure.
- Provide a copy of the firm's Certificate(s) of Insurance.
- Identify if the firm is classified as a Disadvantaged Business Enterprise.
- State any conflicts of interest your firm or any key individual may have with the County.

Section 2 – Areas of Expertise

- Specify, by marking the box(es) on the attached form (attachment A), the areas of work for which you would like to be considered.

Section 3 – Personnel Qualifications

- Provide an organizational chart identifying members of the team, including sub-consultants, who would be assigned to the project(s). The chart should clearly delineate roles and responsibilities of the various team members.
- Provide resumes detailing professional qualifications of key management and staff personnel to be assigned to the project(s).
- Identify specialty, level of expertise, education and direct work experience on projects in the area(s) of expertise for which you want to be considered.
- Identify location of key project personnel to be used.
- Identify adequacy, availability, and ability of personnel.

Note: Substitution of other personnel after the selection is made must be approved by the County.

Section 4 – Consultants/Sub-consultants/Other Participants

- Provide a list of consultants or sub-consultants who would be retained to provide services on the project(s).
- Provide a synopsis for each to include size of staff, names and resumes of key personnel, services to be provided, as well as relative and related work experience.
- Specify the percentage of work anticipated to be attributed to these consultants.
- Identify location of personnel to be used.
- Identify any Disadvantaged Business Enterprise (DBE) or minority firms to be used.

Section 5 – Project and Project Management Experience

- Describe your project management approach, quality control procedures, and use of

alternative engineering methods, if any.

- Describe your firm's cost control measures, billing procedures and project tracking process.
- Describe your firm's experience with developing schedules, preparing estimates and bid documents, and budget control measures.
- Explain your firm's quality control procedures.
- Describe the surveying capabilities or data collection methods of your firm (manpower and equipment).
- Describe your firm's CAD capabilities and proficiencies on any related design software.

Section 6 – Experience and Expertise

- Briefly describe representative publicly owned projects completed by your firm in the last five (5) years related to the area(s) of expertise for which you want to be considered. Include contact names and phone numbers.
- Describe any previous work history on County projects to include contact name.
- Describe why your firm should be selected to include any unique qualities which you feel make your firm well suited to perform the work.
- Provide three references including name, email and phone number, of previous public and/or privately-owned companies with whom the firm has conducted business.

Section 7 – Standard Unit Prices (Fee Schedule)

- Provide the firm's standard unit prices for services.

SUBMITTAL OF QUALIFICATIONS PACKAGE

Interested firms shall submit a total of five (5) hard copies and one (1) USB Flash Drive containing a PDF of the Qualifications Package no later than **5:00 PM, Friday, September 27, 2024**. Late submittals will not be considered.

Qualifications Packages shall be mailed or personally delivered to:

Cumberland County

Engineering & Infrastructure Department

Attention: Jermaine Walker, Engineering & Infrastructure Director

130 Gillespie Street, Room 214

Fayetteville, NC 28301

Submittals shall be limited to a maximum of twenty-five (25) standard typewritten pages (8 ½" x 11", font size 11 or larger). This page limit includes tabs and other dividers. Double-sided pages will be counted as two (2) pages. Promotional literature, brochures, etc. will also be considered as part of the page limit. **The front and back cover, as well as Attachment A, will not be counted towards the page limit. Packages which exceed the page limit may be rejected as non-compliant.**

EVALUATION AND AWARD OF PROJECTS

The County will consider and evaluate Qualification Packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by a committee. As part of the

evaluation process, the County reserves the right to request additional information and/or interview any or all firms.

QUESTIONS

Questions regarding this Request for Qualifications shall be submitted in writing to the attention of Jermaine Walker, Engineering & Infrastructure Director, by fax at (910) 678-7635, or by e-mail to jwalker@cumberlandcountync.gov, no later than **5:00 PM, Monday, September 9, 2024**. Questions received after this date considered minute in nature or that point to an error in the RFQ or that the County determines will produce information required in order for all vendors to submit a responsible proposal, may be answered at the County's sole discretion after the specified date and time. Such questions that re received after the deadline are not guaranteed to be answered and if the questions qualify as "minute in nature" shall be determined at the sole discretion of the County.

Upon receipt of questions, an addendum will be issued if deemed necessary. A signed copy of each addendum must be included in the proposal package (the signed addendum will not be counted towards the page limit). Prospective firms are strictly prohibited from contacting County officials or employees regarding this Request for Qualifications, except in the manner described above. Violation of this provision may result in disqualification of the firm's submittal.