



**Request for Proposal
Proposal No. 012-24**

**Facility Condition Analysis
&
Space Needs Study**

**Issued By:
Onslow County Purchasing Department
234 NW Corridor Blvd.
Jacksonville, North Carolina 28540
Phone: (910) 455-1750**

**Issued For:
Onslow County
234 NW Corridor Blvd.
Jacksonville, North Carolina 28540**

**Date of Issue: July 30, 2024
Proposals Due: August 14, 2024**

KEY INFORMATION SUMMARY SHEET

*Request for Proposals
Facility Condition Analysis & Space Needs Study
RFP # 012-24*

RFP Issue Date:	July 30, 2024
Mailing address to submit proposals:	Onslow County Purchasing Department Attn: Christina Russell 234 NW Corridor Blvd. Jacksonville, NC 28540
Email address for electronic submittal:	Christina_Russell@onslowcountync.gov
Deadline for Written Questions:	12:00 noon August 7, 2024
Proposal Due Date:	August 14, 2024 no later than 2:00 PM

July 30, 2024

RE: **Request for Proposals, Proposal No. 012-24
Facility Condition Analysis & Space Needs Study**

To Whom It May Concern:

The County of Onslow is seeking proposals from qualified firms to provide a detailed and thorough facility condition analysis & space needs study.

Attached you will find a Request for Proposal (RFP) which identifies the minimum requirements of the RFP.

In order to be considered, all Proposals must be sealed and submitted, in writing, no later than **2:00 PM (EST) August 14, 2024. No proposal will be accepted after this time.** Firms mailing proposals should allow delivery time to ensure timely receipt of their proposal. The responsibility for getting the proposal to the Onslow County Purchasing Department on or before the specified time and date is solely and strictly the responsibility of the consulting firm. The County will in no way be responsible for delays caused by any occurrence. Sealed proposals may be hand carried or mailed to:

Onslow County Purchasing Department
Attention: Christina Russell
234 NW Corridor Blvd.
Jacksonville, North Carolina 28540

Any questions pertaining to this Request for Proposal must be submitted in writing no later than 12:00 PM on August 7, 2024. Questions will be emailed to: Christina_Russell@onslowcountync.gov

Any changes or modifications to this Request for Proposal will be transmitted in writing through an addendum. It will be the responsibility of the Proposer to ensure that all addenda have been received.

The County encourages participation by small, minority, and woman-owned businesses. Onslow County reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the County.

No proposal will be received or accepted after 2:00 PM, EST, August 14, 2024. Late proposals will be deemed invalid and returned unopened to the Consultant.

Thank you,

Christina Russell, CLGPO
Purchasing Division Head

1.0 Summary

Onslow County is submitting this *Request for Proposal (RFP)* to interested and qualified firms to provide a detailed and thorough facility condition analysis of its facilities the County owns along with a space needs study.

2.0 Overview

Onslow County is in the southeastern coastal plain of North Carolina, approximately 120 miles east of Raleigh and 50 miles north of Wilmington. The City of Jacksonville is the County seat, and the areas surrounding the City constitute the major population centers and growth areas in the County. Onslow County is home to more than 204,000 people and includes the incorporated towns of Holly Ridge, Richlands, Swansboro, North Topsail Beach, part of Surf City, and unincorporated Sneads Ferry. Approximately 156,000 acres comprise the U.S. Marine Corps Base, Camp Lejeune and more than 43,000 marines and sailors are stationed there.

Onslow County has approximately 15 properties that will need to be accessed. The focus of the project scope will be following:

1. Assessments of both the interior and exterior elements and systems of buildings.
2. A review of fire and life safety elements, their conditions and any visible deficiencies.
3. Full assessments of HVAC/Mechanical, Electrical, and Plumbing systems.
4. Review of site accessibility and ADA requirements and deficiencies with each site.
5. Recommendations for ongoing maintenance schedules for all building systems and components.
6. Recommendations for replacement schedules for all building systems and components.
7. An estimate of probable costs, accounting for estimated future growth and cost escalation.
8. The identification and assessment of current space occupied by County departments and agencies.
9. The identification of projected space needs, which consider current space deficits, for a 50-year time period.

2.0 Desired Timetable

A.	RFP Issued	July 30, 2024
B.	Written Questions due	August 7, 2024 by 12:00 noon
C.	Responses to questions	August 9, 2024
D.	Submittals due	August 14, 2024 by 2:00 PM
E.	Evaluation period	August/September 2024
F.	Anticipated Contract Award	September/October 2024

3.0 Inquiries

All questions pertaining to this RFP must be submitted **in writing** no later than 12:00 PM on **August 7, 2024**.

Written questions should be emailed to: Christina_Russell@onslowcountync.gov

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that the County feels are pertinent to all proposers' will be issued in the form of an Addendum.

4.0 Submission of Proposals

- A. **Deadline:** Mail one (1) original hardcopy and submit one (1) electronic copy (pdf format) by email to Christina_Russell@onslowcountync.gov. Proposals shall be sealed and marked **"RFP # 012-24, Facility Condition Analysis & Space Needs Study."** Sealed proposals must be received by **2:00 PM EST, on August 14, 2024**, at the Onslow County Purchasing Department, 234 NW Corridor Blvd., Jacksonville, NC 28540. The original hardcopy submittal and the electronic version must be received by the time and date stated above.
- B. **Addenda:** Each Proposer is responsible for determining that all addenda issued by Onslow County has been received before submitting a proposal.
- C. **Identification:** The outside of the envelope should be marked *"RFP # 012-24, Facility Condition Analysis and Space Needs Study"*.
- D. **Time is of the essence:** Any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the firm to ensure that their proposal is received by the Purchasing Department personnel before the deadline indicated above. The County will in no way be responsible for delays caused by any occurrence.
- E. **Preparation of Response:** Each Firm must thoroughly examine the Request for Proposal to ensure that all requirements can be met. Firms are responsible for verifying any and/all information and familiarize themselves with the required services, prior to submitting a proposal.

The firm's proposal should be prepared simply and economically and should provide all the information which it considers pertinent to its proposal and qualifications for the work to be performed. Emphasis should be placed on completeness of services offered and clarity of content.

Proposals shall be submitted on the forms included within the RFP. Proposals shall be signed by the person or persons legally authorized to bind the Firm to a contract. Failure to submit a proposal with all proposal requirements may be considered sufficient cause for rejection of the Proposal.

- F. **Propriety Information:** Trade secrets or proprietary information submitted by a proposer, in connection with a procurement transaction shall not be subject to the public disclosure under the Freedom of Information Act. However, the proposer, offeror, must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Each individual page shall be identified in boldface at the top as "CONFIDENTIAL" in a font size of 14 or larger. Any section of the proposal that is to remain confidential shall also be marked in boldface on the title page of that section along with each individual page within that section. Cost information and any other public information may not be deemed confidential; therefore, it is requested that firms only mark the necessary confidential pages.

- G. **Binding:** Submittals must include the proposer's bid certification form (contained within) signed by an authorized representative of the company/firm to legally bind the offer. All proposals submitted without such signature may be deemed non-responsive.
- H. **Miscellaneous:** Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. All firms are encouraged to submit proposals. The County of Onslow reserves the right to waive any informalities, to reject any and/or all proposals. In addition, the County reserves the right to cancel a solicitation at any time prior to the award of a contract.

5.0 Scope of Work

The County of Onslow is soliciting this *Request for Proposal (RFP)* to interested and qualified firms to develop and prepare a "Facility Condition Analysis & Space Needs Study". The following General Tasks shall be included:

1. Meet with the Executive Leadership Team to discuss project goals to ensure work and outcomes align with the County's goals.
2. Meet with Departmental Directors to discuss facility deficiencies, maintenance needs, and short/long-term operational requirements and space needs (including workspace, storage, parking, etc.)
3. Conduct site visits as needed to evaluate the current facilities and document conditions found.
4. Assess the impacts of anticipated community growth and expansion of services on current and future space needs.
5. Prepare a written report of findings and recommendations and provide a summary presentation to the Executive Leadership Team and the Board of Commissioners.

5.1 Facility Assessment

1. Facility Exterior – Visually observe the exterior wall, window, and door systems for visible evidence of deficiencies, condition of seals, and other types of distress and report on overall condition of the systems. Review available architectural flashing and connection details for drainage design and observe the condition and placement of expansion joints. Review any available construction documents and comment on flashing and penetration details for conformance with accepted practice. The evaluation will include discussion of warranties, replacement costs, and useful life.

2. Interior Systems – Provide a review of interior walls, ceiling tiles, stairways, and flooring to determine general conditions and recommendations for cyclical maintenance and replacement projects.
3. Fire and Life Safety – Observe the age and condition of the fire and life safety elements and comment on their condition and visible deficiencies. Review available maintenance records and reports. The elements to be observed will include structural fire protection, ingress/egress, fire suppression systems, and fire detection / alarm systems.
4. Mechanical/HVAC, Electrical, and Plumbing Systems – Review MEP systems that make up the infrastructure of the buildings. Evaluate the character of the systems and provide an assessment of their functionality, overall condition, expected remaining life, and any code deficiencies.
5. Site Accessibility and ADA Compliance – Review existing accessibility conditions, including sidewalks, ramps, entryways, doorways, and restrooms. Document any conditions and locations that do not meet ADA compliance requirements and provide recommendations for updating the conditions to ensure compliance.

5.2 Facilities to be Considered

The following is a list of County facilities that will be included in this study.

- Onslow County Government Center
- Consolidated Human Services
- County Purchasing Warehouse
- Vehicle Maintenance Facility
- Museum (including the Sylvester House)
- Libraries (Jacksonville, Richlands, Swansboro, Sneads Ferry)
- Animal Services
- Board of Elections
- Onslow Pines Park – Main office, Maintenance Garage, PREMS building, Warehouse
- Hines Farm – Social Hall, Main Office building, Barn
- EMS Building – Center Street
- Bear Creek Fire Station*
- Freedom Way Fire Station
- Solid Waste Office Facilities
- Emergency Operations Center*

*No current assessment needed.

6.0 Proposal Organization

In order to evaluate responses efficiently and equitably, responses must be submitted as identified below. Failure to submit this information may render your proposal non-responsive. Each respondent shall provide the following company information:

Section 1: Introduction: Company Information

- Company name and business address, including telephone, email address, website address.
- The type of company (individual, partnership, corporation, etc.) and list the names of all partners, principals, etc.
- Year established. Include former company name(s) and year(s) established, if applicable.
- The name, title, address, and telephone number of the company's authorized negotiator. The person identified must be empowered to make binding commitments for the company.

Section 2: Overview/Scope

- Include a summary of the consultant's overall approach, understanding of identified work, and your strategy for completing the work.

Section 3: Description of Consulting Team

- Include a list of key personnel who would be assigned to this project, their project roles, and relevant qualifications and experience.

Section 4: Plan of work and Technical Approach

- Include a description of the proposed course and sequence of actions or tasks including methodologies, the time needed to complete the sequences, and a schedule of project milestones.

Section 5: Study Approach Methodology and Process

- Include phasing and/or steps, giving the incremental cost associated with each. Please address each component listed in the project scope giving estimated hours to be spent and costs associated with each. Use the Proposal Form with Cost to provide the lump sum amount for project.

Section 6: References

- Provide at least three references for similar projects; include summary of the project, the date completed, and name, address, and telephone number of each to contact. **Use attached form or use same format.** The County reserves the right to contact references without prior notification.

Section 7: Subconsultants / Exceptions

- **Subconsultants.** If any service is supplied by a partner or 3rd party, identify the source service provider(s).
- **Exceptions to the Scope of Services.** Any and all exceptions/deviations to the required Scope of Services shall be documented on the provided Exception form as a separate page and submitted in this Section. In addition, please note any parts of the scope of services that are beyond the expertise of the consultant or would be better handled by County staff.
- **Litigation.** Information concerning any pending, ongoing, or prior litigation within the last 10 years.

Section 8: Forms

- Proposal Form with Cost (on provided form) *Section 5
- Non-Collusion Affidavit (on provided form) MUST BE NOTARIZED
- Certification Regarding Debarment and Suspension (on provided form)

7.0 General

- A. **Time for Consideration:** The County shall have a period of ninety (90) calendar days from due date of the proposals in which to award the contract. The Proposer shall be bound by their proposal during that time. A firm may withdraw a proposal by written request prior to the date and time of the proposal opening or after the 90-day time for consideration if a contract has not been awarded.
- B. **Evaluation of Submittals:** Evaluation factors have been identified below. Proposals will only be evaluated on the factors included within this RFP.

Evaluation Factors: Qualifications, Relevant Project Experience, Project Understanding, Project Approach, and Proposed Fees/Cost

Proposals will be evaluated by a committee developed by the County. The County is not required to hold interviews; however, depending on the number of responses and the information contained in the responses, the County may decide to conduct interviews with consultants that the committee believes have demonstrated within their proposal the required experience and qualifications of the firm. In addition, the firm's experience, references, and past performance on public contracts will be considered.

- C. **Contract Award.** The contract shall be awarded to the Consultant who provides a proposal that, in the County's opinion, provides the best overall value. All aspects of the proposal will be considered in making this decision.

PROPOSAL FORM – Page 1 of 1

To the County of Onslow, North Carolina:

I have carefully examined the Request for Proposal and any other documents, to include addenda, accompanying or make a part of this Request for Proposal to perform the necessary services.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Consultant as its act and deed and that the Consultant is ready, willing and able to perform if awarded the contract.

I hereby acknowledge receipt of any Addenda issued by County. It is the responsibility of the Proposer to ensure that all addenda has been received.

Addenda No. _____ dated _____

Addenda No. _____ dated _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

Cost

All requested services can be provided for a Lump Sum Cost of \$_____.

REFERENCES

Provide, at a minimum, three (3) references in which your company has performed these services preferably **within North Carolina**. Please use references of comparable services, preferably with government entities.

Agency/Company Name: _____

Street Address: _____

City, State and Zip Code: _____

Contact Name: _____

Contact Phone Number: _____

Completion Date: _____

Summary of Project: _____

Agency/Company Name: _____

Street Address: _____

City, State and Zip Code: _____

Contact Name: _____

Contact Phone Number: _____

Completion Date: _____

Summary of Project: _____

REFERENCES - Continued

Agency/Company Name: _____

Street Address: _____

City, State and Zip Code: _____

Contact Name: _____

Contact Phone Number: _____

Completion Date: _____

Summary of Project: _____

Agency/Company Name: _____

Street Address: _____

City, State and Zip Code: _____

Contact Name: _____

Contact Phone Number: _____

Completion Date: _____

Summary of Project: _____

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Onslow

_____(name of individual), being first duly sworn, deposes
and says that:

1. He/She is the _____ (title) of _____
(company name), the proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all
pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or
agreed, directly or indirectly, with any other proposer firm or Person to submit a collusive or sham
proposal in connection with the contract for which the attached proposal has been submitted or to refrain
from proposing in connection with such contract, or has in any manner, directly or indirectly sought by
agreement or collusion of communication or conference with any other proposer, firm or person to fix the
price or prices in the attached proposal or of any other proposers, or to fix any overhead, profit or cost
element of the proposal price of the proposal of any other proposer or to secure through collusion,
conspiracy, connivance or unlawful agreement any advantage against the County of Onslow or any
person interested in the proposed contract; and
5. The fees provided in the attached proposal are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant.

Signature

Seal

if Corporation

Title

Date: _____

This form must be notarized

SUBSCRIBED AND SWORN TO BEFORE ME,
This _____ day of _____, 20____

Notary Public _____

My Commission Expires: _____

EXCEPTIONS TO THE PROPOSAL & SAMPLE CONSULTING CONTRACT

Please list here all exceptions to the Facility Condition Analysis & Space Needs Study, Request For Proposal No. 012-24. Failure to do so may result in disqualification of the proposal. Any RFP clauses to which the Consultant does not take exception will assume to be agreed upon by the Consultant. For any exception, please reference with the appropriate page/section number.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned applicant certifies to the best of his or her knowledge and belief, that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any State or Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entitle (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name: _____

Address: _____

City/State/Zip: _____

Signature: _____

(Seal if Corporation)

Title: _____

Date: _____