

**REQUEST FOR QUALIFICATIONS (RFQ)
For Construction Materials Testing, and Special Inspections**

**Eastern Wake Site
Fire Rescue Training Center**

NCCCS# 2303

RFQ Closing Time: August 29th, 2025 at 2:00 p.m.

Part 1 – Submittal Requirements

<u>Section No.</u>	<u>Section Name</u>
Section I	Requests for Qualifications
Section II	Statement of Qualifications Content Requirements
Section III	Available Project Information
Section IV	Sample SoQ Evaluation Form

1. INTENT

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SoQ), in accordance with the requirements described in this RFQ, for the following:

The RFQ is for Geotechnical/Construction Materials Testing (CMT) and Special Inspections (SI) services for the new Fire & Rescue Training Center.

This Training Center will provide specialized training to prepare students and recruits for real-world emergency scenarios. The training center will include the following: 1) Site Development: The center will be located on approximately 8.85 acres of undeveloped land northeast of the main tract. Site access will be via a stream crossing from the newly constructed main campus. 2) Burn Building: The "Burn Building" will be a seven-story, mixed use, live fire training structure constructed of reinforced concrete and masonry. 3) Training Tower: The training tower will be a six-story structure constructed of reinforced concrete and masonry. 4) Outdoor Training Grounds: The training village will provide a simulated street scape with exterior space for various training scenarios and for props such as: Exterior Gas-fired (propane) Props, Fire Behavior Lab ("flashover container"), Roof Ventilation Prop, Drafting Pit, Vehicle Extrication pad, and Hazmat Training Pad. 5) Restroom Building

- A. CMT-SI services from firms acting as the lead firm and their assembled sub-consultant teams. Wake Technical Community College encourages participation by MWBE firms and supports efforts to ensure and promote opportunities for minority businesses.
- B. A Qualification and Performance analysis process will be employed for this selection. The successful Firm(s) will be those who show successful experience in the scope and types of work proposed.

2. DEFINITIONS

- A. "The Owner" means officers or employees of Wake Technical Community College, Raleigh, NC.
- B. "Firm" means the person or organization responding to this RFQ.
- C. "Statement of Qualifications (SoQ)" means the submission received from a Firm in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means this entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

3. STATEMENT OF QUALIFICATIONS SUBMISSION

- A. SoQ's will be received up to 2:00 p.m. on Friday, August 29th, 2025, (the RFQ closing time) by:

James M. Skinner
Project Manager
Wake Technical Community College
4723 Advantage Way
Building T, Suite 201
Raleigh, NC 27603

- B. SoQ's submitted via fax or e-mail are not acceptable and will not be considered.
- C. Firms will be evaluated on experience and qualifications. Fee related information is not requested and will not be used in the evaluation process.
- D. Clearly indicate on the envelope the name of the Firm and the name of Project which the RFQ is submitting a SoQ for.
- E. Refer to Section II - SoQ Content Requirements, for details.
- F. There **will not** be a "public opening" of the SoQ's with Firms present.

4. COST OF SUBMISSION AND OWNERSHIP OF SoQ's

- A. Wake Technical Community College is not responsible for any costs incurred by Firms in preparing, submitting, or presenting their SoQ's.
- B. All SoQ's become the property of Wake Technical Community College upon submission and will not be returned.

5. THE SERVICES AND THE SCHEDULE

- A. The Scope of Work to be provided under the contract is specified in Section III, 1. of the RFQ.
- B. Schedule objectives for the project are as follow:
1. Consultant Selection- 2-3 Weeks
 2. Contract Duration- 18 months (approx.)

6. MINIMUM QUALIFICATION REQUIREMENTS

- A. Firms must be licensed to practice engineering in the State of North Carolina in accordance with the laws of the State of North Carolina.

- B. Firms must have Professional Liability Insurance coverage. Limits shall be determined prior to award of the design contract(s).

7. EVALUATION PROCESS

- A. The evaluation team will be comprised of representatives of Wake Technical Community College and others, as deemed appropriate by the college.
- B. Firms are deemed to understand and agree that the SoQ's submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Firms who are best qualified to provide the required services.

8. PRE-RFQ MEETING

N/A

9. INQUIRIES

- A. Inquires for this RFQ are to be submitted and directed to the following person via email.

James M. Skinner
Project Manager
Wake Technical Community College
E-mail: jmskinner@waketech.edu

END OF SECTION

1. INTENT

- A. This Section specifies in detail, the form and minimum content requirements for information required to be submitted in each SoQ.
- B. Firms may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

2. FORMAT REQUIREMENTS

- A. Limit SoQ submission to a maximum of 15 pages, sized 8½" x 11" or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11" x 17" sheets counts as two pages). A page shall be considered to have printing only on one side. A sheet printed on both sides shall be considered as two pages. This page limit *excludes* a transmittal letter, title page, and table of contents. The page limit *includes* resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.
- B. Organize the SoQ submission to clearly and succinctly present the required information. Use the main headings and present the information in the order provided in Section III - SoQ Evaluation Form.
- C. Provide three (3) complete hard copies of the SoQ and one (1) electronic copy on USB drive.

3. CORPORATE PROFILE

- A. Provide general information about the Firm, which need not be specific to this RFQ. Include history of the firm, years in business, office locations, number and experience of staff, types of services provided and specialist areas of expertise.

4. PROPOSED PRIME CONSULTANT AND SUBCONSULTANT TEAM

- A. Firms must demonstrate in their SoQ that they, together with their sub-consultants, have the capacity available to commit to managing and performing all the consulting services and producing all of the deliverables required for this particular project, within the required project schedule. Capacity includes sufficient qualified staff resources, technology and equipment.
- B. Firms must assemble, and identify in their SoQ, a consulting team that includes, at a minimum, the following specialist disciplines:
 - 1. Construction Materials Testing Engineer
 - 2. Special Inspections Engineer
- C. Firms must indicate whether each of the above disciplines will be resourced through the Firm's own staff or through sub-consultants.

- D. Provide, for the Firm's (prime consultant) and for each proposed sub-consultant firm:
1. Name of firm, head office address, telephone number – if joint venture, whether special or ongoing relationship.
 2. If different from the above, the firm's branch, regional or other office address, telephone number, at the location from which most of the services will be performed.
 3. Name, position, office address, telephone number, and e-mail address of firm's primary contact person for purposes of this RFQ.
 4. Name(s) of firm's principal(s) and their professional credentials.
 5. Names of key personnel proposed to be committed to the project. Identify their discipline, their role (e.g. team leader, lead designer, technical expert, etc.), their professional credentials and experience (in the form of maximum one page resumes) and their proposed extent of participation in the project.
 6. Other relevant information, at the Firm's discretion, within the specified maximum page limitation requirement for the Proposal.
- E. Describe how the prime consultant and sub-consultant team will be organized, by indicating formal reporting lines and informal lines of communication in a proposed organization chart.

5. EXPERIENCE AND PAST PERFORMANCE

- A. Firms should provide summaries of **three (3) to six (6) projects** completed **within the last five years**, for which the Firm has provided CMT-SI consultant services. These referenced projects must include:
1. At least two projects similar in nature and scope of services to the project for which Proposals are being sought and,
 2. At least two projects that have been performed by the prime consultant and sub-consultant team, including key personnel, substantially the same as the one proposed for this project.
- B. The referenced projects may be past projects for Wake Technical Community College or for other clients.
- C. The summary for each referenced project **should include**:
1. Name, location and brief description of the project.
 2. Name of client (owner) and name, telephone number and e-mail address of client representative.
 3. Identification of prime consultant and sub-consultant team, including names of key personnel.

4. Name of construction contractor and name, telephone number and e-mail address of contractor representative.
5. Client satisfaction feedback or recommendations.
6. Other pertinent information demonstrating the Firm's experience and past performance record, e.g. unique project challenges or problems, innovative design solutions, project successes, client recommendations, etc.

6. PROJECT DELIVERABLES AND CLOSE OUT

- A. Describe the management systems, strategies and skills that will be employed to ensure that:
 1. Wake Technical Community College's expectations around project scope, time, cost, quality, performance and aesthetics will be met.
 2. The highest quality of professional services and deliverables will be provided to Wake Technical Community College within the required timelines.
- B. Provide any other relevant information about the Firm's work methodologies.
- C. Provide overview of how the various aspects (CMT and SI) will be managed, documented, followed-up on and closed out.

END OF SECTION

1. PROJECT DESCRIPTION

- A. The new Fire & Rescue Training Center will provide specialized training to prepare students and recruits for real-world emergency scenarios. The training center will include the following: 1) Site Development: The center will be located on approximately 8.85 acres of undeveloped land northeast of the main tract. Site access will be via a stream crossing from the newly constructed main campus. 2) Burn Building: The “Burn Building” will be a seven-story, mixed use, live fire training structure constructed of reinforced concrete and masonry. 3) Training Tower: The training tower will be a six-story structure constructed of reinforced concrete and masonry. 4) Outdoor Training Grounds: The training village will provide a simulated street scape with exterior space for various training scenarios and for props such as: Exterior Gas-fired (propane) Props, Fire Behavior Lab (“flashover container”), Roof Ventilation Prop, Drafting Pit, Vehicle Extrication pad, and Hazmat Training Pad. 5) Restroom Building

2. PROJECT BUDGET

- A. The total construction estimate for this project is \$18,000,000

3. PROJECT SCHEDULE

- A. See Section I, 5-B for project schedule objectives.

4. PROJECT DELIVERY SYSTEM

- A. The anticipated project delivery system is by Construction Manager @ Risk.

5. PROJECT TEAM

- A. Project Design Team: HH Architecture
B. Project Construction Team: Samet

6. PROJECT MANAGEMENT FRAMEWORK

- A. A Project Manager, employed by Wake Technical Community College, has authority and responsibility for the overall management and delivery of the project. No other Wake Tech representatives are authorized to make decisions or commit Wake Tech on the project unless specifically approved by the Wake Tech Project Manager or their supervisor chain.
- B. The successful Firm will be expected to appoint a project leader who will interface with the Wake Technical Community College's Project Manager. This interface will be the formal and principal point of contact and communication between the successful Firm and Wake Technical Community College.

END OF SECTION

NAME OF RFQ/PROJECT: Eastern Wake Site- Fire & Rescue Training Center

NAME OF FIRM:

EVALUATION CRITERIA

Item Description
1) Corporate Profile (suitability of corporate profile for project needs)
2) Proposed Prime Consultant and Sub-consultant Team
a) Overall capacity and sufficiency of qualified staff resources
b) Experience, and track record of consultant's team leadership
c) Experience and track record of key personnel:
1. Construction Materials Testing (CMT)
2. Special Inspections (SI)
3) Experience and Past Performance Record:
a) Similarity of referenced projects to SoQ project
b) Previous Client satisfaction and other project participants satisfaction
c) Services and deliverables quality management systems
4) Project Deliverables and Close Out:
a) Project Deliverables organization and quality
b) Close-out and Completion effectiveness
c) Management, documentation, and close-out