



Request for Qualifications

Design Development for New EMS Base and Animal Shelter

Burke County EMS/Animal Shelter New Construction Architectural Design

RFQ-2023-0623 - rev 0

May 19, 2023

Burke County Finance Office
Attn: Brian Niefert
200 Avery Ave.
Morganton, NC 28655

Architectural Design Development
EMS/Animal Shelter

Table of Contents

1.	Introduction	3
2.	Overview	4
3.	General Requirements	5
4.	Firm's Affirmations	5
5.	Submission Requirements	6
6.	Terms and Conditions	6
7.	Scope of Work	6
8.	Included in Qualifications:	7
9.	RFQ Form	8

1. Introduction

Burke County Government is requesting qualifications of licensed architectural firms to submit a full/Complete design team “Architect, PME Engineering, Structural Engineering” for the design development of 2 separate new construction projects that will be bid at the same time. These hard bid/low bid projects will allow GC’s to bid on each individual project or both projects as a lump sum. The county will reserve the right to select whichever firm or firms to complete these projects upon bid openings.

The submittal deadline is Friday, June 23, 2023 (06-23-2023) 2:00pm

The firm’s qualification package shall be submitted as an electronic PDF on a USB thumb drive, and in 3 paper copies in a sealed envelope/box.

The envelope/box shall be labeled with the project’s name and the firm’s name.

Qualification packages can be submitted by any one of the following methods:

Mail: Burke County Finance Office
Attn: Brian Niefert
PO Box 219
Morganton, NC 28680

Physical: Burke County Finance Office
Attn: Brian Niefert
200 Avery Avenue
Morganton, NC 28655

Administrative and Scope questions can be emailed to Brian Niefert at brian.niefert@burkenc.org no later than 5pm, 6/12/2023.

Any bid received later than the specified date and time will not be accepted or considered. No public bid opening will take place, the bid results will be posted on the County website.

Please visit www.burkenc.org/Bids.aspx to download this information and any updates on the project.

2. Overview

Burke County will be building a new EMS base +/- 10,000 SF and a new Animal Shelter +/- 13,000 SF

Burke County is looking for qualified design teams to help design, draw, bid, and deliver within specifications both projects. These projects will be bid on the same day and opened at the same time with General Contractors being allowed to submit their low bid on each individual project as well as both projects together.

The full and complete scope of this project will be completed in collaboration with both Brian Epley “County Manager”, Blake Myers “Construction Consultant”, and any other team members that Burke County selects.

The anticipated fees for this type of project should be based on similar sized projects with similar requirements. The final budget will be decided once a qualified design team has been selected.

Anticipated budget fees for the design development of this project can be submitted but is not required until after a final firm has been selected.

The anticipated close on design team selection will be the week of July 10th with the short list interviews scheduled to take place the third week of July with a final decision to be made that same week. The selected firm shall be presented to board on August 15th, 2023 for recommendation for approval and notice to proceed.

Drawing and design shall begin promptly after with an anticipated bid date for both projects to be as soon as possible, not later than January/February of 2024.

The architectural firm will act as the lead for all design aspects. Burke County is requesting that the architectural firm present a full design team to be part of this RFQ to include but not limited to plumbing, mechanical, electrical, and structural engineering. Please submit your total team as part of your RFQ packet and please plan to have someone from all firms present during the secondary interview process should your firm be selected for the interview.

The Burke County Team will choose a qualified firm using a two-step process—select firms qualified to provide such services on the basis of demonstrated competence and qualifications and an interview meeting where the firm presents their proposal and team.

The Team will rate the firm based on, but not limited to, the criteria below:

- Overall reputation of the firm/team.
- Key team members — experience and qualifications.
- Project references specific to this type of service.
- Experience with applicable regulatory agencies and permitting.
- Experience with providing these services to local governments.
- General project understanding and approach of design development and low/hard bid design work.
- Design development of similar projects.
- Unique qualities that would make firm/team best suited for the project.
- Proposed team members.

Burke County will use the standard AIA Document B101TM—2017 for the basis of the contract agreement with a terms and conditions addendum as needed.

3. General Requirements

- 3.1. The RFQ contact form must be signed and returned with firm's proposal package for the services and deliverables described in Schedule 7 (the "Scope of Work").
- 3.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFQ.
- 3.3. Firm's questions and the County's responses may or may not be forwarded to all firms. The County reserves the right to communicate all or part of the questions and responses, with all, or certain firms.
- 3.4. By submitting a proposal package in response to this RFQ, firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.
- 3.5. By submitting a proposal package in response to this RFQ, the firm acknowledges and waives any claim for compensation of any kind whatsoever against the County or any of its Representatives (as defined below), as a result of its submission, any decision made by the County during the RFQ process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFQ.

4. Firm's Affirmations

- 4.1. By submitting its qualifications, the firm represents and warrants the following:
 - a. This RFQ is a solicitation for professional proposals and is not a contract or an offer to contract.
 - b. The submission of a proposal package by the firm in response to this RFQ will not create a contract between the County and firm.
- 4.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and
- 4.3. The firm will bear, as its sole risk and responsibility, any cost arising from the firm's preparation of a response to this RFQ and, as applicable, contract negotiations.
- 4.4. The firm is a reputable person that is lawfully and regularly engaged in providing and/or performing the Professional Services.
- 4.5. The firm has the necessary experience, knowledge, abilities, skills, and resources to provide the Deliverables and/or perform the Professional Services upon the terms and conditions specified in this RFQ.
- 4.6. The firm is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.
- 4.7. The firm understands:
 - a. The requirements and specifications set forth in this RFQ and
 - b. The terms and conditions set forth under which the firm will be required to operate.
- 4.8. If selected by the County, the firm will not delegate any of its duties or responsibilities under this RFQ or any resulting contract to any subcontractor, except as expressly provided in the qualifications.
- 4.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.
- 4.10. All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. The firm acknowledges that the County will rely on such statements, information and representations in selecting the successful professional services provider. If selected by the

County, the firm will notify the County immediately of any material change in any matters regarding the firm's responses to questions asked by the county, any documentation the firm has provided or any change that would materially impact the firm's ability to execute and complete the project as agreed upon.

- 4.11. The firm has not given or offered to give to the County or any of its Representatives nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service in connection with its submitted quotation.
- 4.12. The firm certifies that other than the relationships which have been previously disclosed to the County in writing:
- a. No relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any firm that is a sole proprietorship, the officers or directors of any firm that is a corporation, the partners of any firm that is a partnership, the joint ventures of any firm that is a joint venture or the members or managers of any firm that is a limited liability company, on one hand, and an employee of any affiliate of the County, on the other hand, and
 - b. The firm or any of its officers, directors and shareholders/partners has not been an employee of the County within the immediate twelve (12) months prior to the submittal deadline of this RFQ. All disclosures by firm in connection with this certification will be subject to administrative review and approval before the County enters into a purchase order, contract or agreement with firm.
- 4.13. The firm represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution or winding up of the firm nor, to the knowledge of the firm, has anyone threaten to take any such proceedings against it.

5. Submission Requirements

- 5.1. Contact: All completed documents constituting your proposal, as well as any questions or clarifications concerning this RFP must be submitted to the County's representative identified on page 3 of this RFQ.
- 5.2. Timeline: The proposal package must be received on or before the submittal deadline (date and time) specified on page 3 of this RFQ. The County reserves the right, but has no obligation, to accept a qualification package submitted after the deadline and to amend the timeline. If a change to the timeline is required, the County will communicate the change to the firm(s). If a firm requests an extension of a deadline, the County may, in its sole discretion, decide to allow the extension or not. The County may, in its sole discretion, decide whether or not to communicate to the other firm(s) it granting of an extension or to offer them with the same extension.

6. Terms and Conditions

- 6.1. Contract—at a later date using AIA Document B101™—2017
- 6.2. Office Locations—The firm must state the office location it plans to use.
- 6.3. Terms and Conditions—at a later date using AIA Document B101™—2017 with an addendum.

7. Scope of Work

- 7.1. Complete design and project delivery for new EMS and Animal Shelter.
- a. Design and develop full bid ready drawings for both projects.
 - b. Oversee the construction bid process and handle all bid tab information.
 - c. Submit full P, M, E, S engineering teams for review and development on these projects.

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- d. Oversee entire project throughout course of construction with routine site visits and monthly/weekly meetings as requested to insure project schedule and specifications are met.

8. **Included in Qualifications:**

8.1. List of recent applicable facility projects with:

- a. A brief description of firm's role.
- b. Pictures or 3-D renderings of any applicable projects.
- c. Three to five client references and contact information.

8.2. Construction Project organization

- a. Team organization chart with names and functions.
- b. List of team members resumes and relative work experience.
- c. Proposed project execution plan/schedule.
- d. Total team submittal- Submission of all team members and firms who will make up the total design team.

RFQ CONTACT FORM

RFQ-2023-0623 rev 0

EMS and Animal Shelter Design Development

May 19, 2023

To: Burke County Finance Office
ATTN: Brian Niefert
200 Avery Ave
Morganton, NC 28655

From: _____

Date: _____

Principal Contact Information

Signature

Company Address Line 1

Print Name

Company Address Line 2

License Number

Work Phone

Expiration Date

Cell Phone

Company Name

Email