

REQUEST FOR QUALIFICATIONS
(RFQ)
REISSUED AUGUST 14, 2019

DESIGN BUILD
PAMLICO COUNTY HUMAN SERVICES BUILDING
HEATING VENTILATION AND AIR
CONDITIONING REPLACEMENT

FOR THE

PAMLICO COUNTY BOARD
OF COMMISSIONERS
BAYBORO, NORTH CAROLINA

**REQUEST FOR QUALIFICATIONS
PAMLICO COUNTY BOARD OF COMMISSIONERS
LICENSED CONTRACTOR DESIGN BUILD SERVICES FOR
PAMLICO COUNTY HUMAN SERVICES BUILDING
HEATING, VENTILATION, AND AIR CONDITIONING REPLACEMENT
PAMLICO COUNTY, NORTH CAROLINA**

A GENERAL

The County of Pamlico intends to construct replacement of the existing Heating, Ventilation and Air Conditioning System that serves the Pamlico County Human Services Building, Alliance, North Carolina.

Pamlico County is soliciting Statements of Qualification from Licensed Contractors interested in providing Design Build services for the Project. The County intends to select a qualified Contractor to provide design build services with a general scope of services as listed below.

B. SCOPE OF SERVICES

1. Initial Design Build Services
 - a. After reviewing the documents in the attached Appendix Documents Contractor shall conduct thorough actual on-site field inspection of project area.
 - b. Contractor shall review County's Request for Qualifications Design Build Contract documents. Contractor shall develop itemized detailed list of required items to be corrected and coordinate with County's proposed scope of the work documents and drawings if any.
2. Design Build Services
 - a. Prepare as applicable to the project, construction documents, drawings, item specifications, and engineering calculations. Prepare cost estimates for demolition and new construction as it relates to the project.
 - b. Attend pre-construction conference called by County staff.
3. Construction Services
 - a. Provide construction time-line and coordinate construction with County staff.
 - b. Begin demolition and new construction. Schedule Construction conferences as work progresses. Coordinate with County that the quality of work is in accordance with the contract documents. Notify County if unforeseen and additional work items are discovered during construction.
 - c. Complete project. Conduct Final Inspection. Close out project after final approval from County and final payment.

C. CONTENTS OF QUALIFICATIONS

1. Completed signed and notarized 'Statement of Contractor's Qualifications' (located in the Appendix Documents), in addition to the following items.
2. Name of Firm.
3. Person Authorized to provide information and negotiate contracts.
4. Location of office(s). If more than one, indicate office from which work will be performed.
5. Brief history of Firm.
6. Firm employment profile.

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7. Project experience. Provide a list of projects (maximum of 10) demonstrating project experience similar to the proposed project. Include general project description, types of structural stability / engineering services provided / performed, and client contact information.
8. List of key personnel to be directly involved in this project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
9. Brief project approach, including approximate timeline for completion of the project, and the effects of the project on the existing public and required continual use of the Courthouse Building.

D. EVALUATION CRITERIA

1. Licensed Contractor selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualifications received by the deadline and prepared in accordance with the RFQ instructions shall be reviewed to determine the scope and level of service considered most advantageous to the County.
2. The County will select the Contractor considered best qualified to provide the desired level of service, with consideration for the long-term interest of the County's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet the County's needs, the County shall negotiate a fair and reasonable fee with the Contractor for the desired scope and level of service.
4. Proposals will be reviewed and evaluated by County staff familiar with the Project, in accordance with the following criteria:
 - a. General Qualifications, Competence and Reputation of Firm. (30 Points)
Age, size, staff qualifications and stability of Firm.
Projects to illustrate competence in structural stability and renovation.
Availability of Construction Job Superintendent and crew(s) to handle project.
Reputation of Contractor with previous clients and projects.
 - b. Experience of Involved Staff and work crew(s). (20 Points)
Contractor's experience with similar types of construction / renovation.
 - Key personnel - roles and experience
 - Sub-Contractors; experiences
 - c. Ability to address specific Courthouse renovation needs (20 Points)
Grasp of project requirements
 - Construction timeline for approach / methodology to complete project
 - Familiarity with older buildings and resolving unexpected problems
 - d. Availability (30 Points)
Ability to provide access to qualified construction personnel on a continual basis

Ability to commit available construction crew(s) and resources to the project through completion and final payment.

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E. SUBMISSION INFORMATION

1. Three (3) copies of the Statement of Qualifications, each with requested additional information, must be received by AUGUST 26, 2019 at 2:00 P.M. in the office of the County Manager for County of Pamlico. Note: Facsimile and electronic submissions are not acceptable.
2. Statement of Qualifications must be submitted in a sealed envelope marked "Statement of Qualifications for Pamlico County, Design Build Services for the Pamlico County Human Services Building Heating Ventilation and Air Conditioning Replacement Project".
3. Proposals may be mailed or hand delivered
to: Tim Buck, County Manager
County of Pamlico
302 Main Street
PO Box 776
Bayboro, NC 28515
4. Questions should be addressed
to: Tim Buck, County Manager
County of Pamlico
252-745-3133
Tim.buck@pamlicocounty.org

F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS

G. APPENDIX DOCUMENTS

1. STATEMENT OF CONTRACTOR'S QUALIFICATIONS FORM
2. ENGINEERING STUDY

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REQUIRED FORM

STATEMENT OF CONTRACTOR'S QUALIFICATIONS

This statement of Contractor's Qualifications shall accompany all Request for Proposals (RFP) submitted for the Design Build project for the completion of Heating, Ventilation, and Air Conditioning Replacement of Pamlico County Human Services Building.

Name of Contractor: _____
Telephone Number: _____ License No: _____
Fax Number: _____
Business Address: _____
_____ email address: _____
When Organized _____
Where Organized _____
Partnership: Yes _____ No _____ Corporation: Yes _____ No _____
How many years have you been engaged in this business under the present firm name?
Please attach a list of major accounts in North Carolina comparable to the work proposed for this project.
Remarks: _____

I, the undersigned, affirm that the information provided is true and correct to the best of my knowledge and belief.

Dated this _____
Firm Name: _____
By: _____
Name: _____
Title: _____

North Carolina
_____ County

I, _____, a Notary Public for said County and State, do hereby certify that personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20 ____.

(Official Seal)
Notary Public

My commission expires _____, 20 ____.

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