

**REQUEST FOR QUALIFICATIONS**  
**ENGINEERING SERVICES FOR REPAIRS TO THE ROOFING SYSTEMS OF**  
**THE PAMLICO COUNTY COURTHOUSE ANNEX AND PAMLICO COUNTY**  
**HEALTH DEPARTMENT BUILDINGS**

**A. GENERAL**

1. Pamlico County intends to make repairs to the Pamlico County Courthouse Annex and Pamlico County Health Department Buildings. The roof systems of each building were damaged during Hurricane Florence in September of 2018. Improvements should repair the roofing systems in compliance with current building codes, federal (FEMA), and State requirements.
2. Pamlico County is soliciting Statements of Qualification from Licensed Engineers interested in providing design and construction management services for the Project. The County intends to select a qualified engineer to provide the general scope of services as listed below.

**B. SCOPE OF SERVICES**

1. **Design Engineering Services:**
  - a. Prepare construction documents, including drawings and technical specifications
  - b. Prepare contract documents.
  - c. Update cost opinion.
  - d. Prepare any required regulatory approval/permit/encroachment applications and assist County with submission.
  - e. Assist County with response to questions/comments and revisions to plans/specifications required for acquisition of approvals, permits and encroachments.
2. **Bidding & Construction Services:**
  - a. Assist County with advertisement of the project for solicitation of bids.
  - b. Attend & moderate pre-bid conference.
  - c. Respond to bidder/vendor inquiries as required.
  - d. Issue addenda as appropriate.
  - e. Conduct bid opening.
  - f. Evaluate bids received and make recommendation for construction contract award.
  - g. Provide assistance in award of construction contract.
  - h. Conduct preconstruction conference.
  - i. Provide routine construction contract administration.
  - j. Conduct shop drawing review.

- k. Perform at least monthly site visits to observe progress and quality of the work.
- l. Provide interpretation of the contract documents, plans and specifications.
- m. Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.
- n. Develop and process field orders, work change directives, and construction contract change orders.
- o. Review and process contractor's applications for payment.
- p. Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
- q. Issue Certificate of Substantial Completion.
- r. Provide written approval of final payments to contractors.
- s. Furnish reproducible record drawings and CAD Files in AutoCad format.
- t. Provide Resident Project Representative as needed.
- u. Provide engineering supervision of Resident Project Representative.

**C. CONTENTS OF QUALIFICATIONS**

- 1. Name of firm.
- 2. Person authorized to provide information and negotiate contracts.
- 3. Location of offices. If more than one, indicate office from which work will be performed.
- 4. Brief history of firm.
- 5. Firm employment profile.
- 6. Project experience. Provide a maximum of ten (10) projects demonstrating experience similar to the proposed project. Include general project description, types of engineering services performed and client contact information.
- 7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
- 8. Brief project approach.
- 9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

**D. EVALUATION CRITERIA**

- 1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the scope and level of service considered most advantageous to the County.
- 2. The County will select the consultant 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 consultant 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 & Reputation of Firm *(25 points)*
    - Age, size, staff qualifications and stability of firm
    - Projects to illustrate competence in structural engineering
    - Availability of staff to handle the project
    - Reputation with previous clients
  - b. Experience of Involved Staff *(50 points)*
    - Experience with similar type improvements
    - Key personnel – roles and experience
    - Subconsultants, if any
  - c. Ability to Address Local Needs *(50 points)*
    - Grasp of project requirements
    - Design approach/methodology
    - Familiarity with concerns particular to Pamlico County
  - d. Availability *(25 points)*
    - Ability to provide access to qualified project team members on a continual basis
    - Ability to commit available resources (current workload) to the project
  - e. Hourly Rate Schedule *(50 points)*
    - Do not include a lump sum or not-to-exceed price
    - Rates indicative of experience and capabilities

**E. SUBMISSION INFORMATION**

1. Three (3) copies of the Statement of Qualification must be received by 2:00 p.m. (noon), April 24, 2019 in the office of Public Services Director, Garry Cooper. Facsimile and electronic submissions are acceptable.
2. Statement of Qualifications may be mailed, hand delivered or emailed to:  
 Garry Cooper, Public Services Director, County of Pamlico  
 202 Main Street  
 P.O. Box 488  
 Bayboro, NC 28515  
 garry.cooper@pamlicocounty.org
3. Questions should be addressed to:  
 Garry Cooper, Public Service Director, County of Pamlico  
 252-745-4240  
 garry.cooper@pamlicocounty.org

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