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www.stanlycountync.gov

Request for Qualifications

Issued: March 5, 2024

Jail & Law Enforcement Facility Expansion

Pursuant to N.C. Statute Sec. 143-128.1.A., the County of Stanly is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for the expansion of the County's jail facility and potentially other law enforcement facilities. This RFQ provides complete information on the services being sought, the submittal requirements and timeline.

The complete Request for Qualifications (RFQ) may be viewed at <http://www.stanlycountync.gov> and copies may be downloaded directly from this site which is the only official source for this document. Acquiring from a different source could mean that this document has been superseded by a later version. The County is not responsible for any reader's failure to heed this notice.

Sealed proposals must be received by 5:00PM on April 5, 2024

Late qualifications, amendments and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.

Stanly County reserves the right to reject any and all submittals. This RFQ does not obligate the County to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the County to accept or contract for any expressed or implied services.

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**SECTION ONE-
DEFINITIONS**

1.01 Definitions of Terms in RFQ

Unless the context suggests otherwise, the terms “Firm/team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.

Whenever the term “County” is used, it means the County of Stanly, North Carolina.

Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualification”, or “Bid/Qualification” shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the County to determine whether the submitting entity is a responsible, responsive Firm/team.

Whenever the term “RFQ,” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.01.1. Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.01.2 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.01.3 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offerer are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.

1.01.4 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm, person or corporation in accordance with the RFQ. The submittal responds only to the RFQ.

1.01.5 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the Owner’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.01.6 “Design-Build” refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.

1.01.7 “Lead Design-Builder” refers to the design-build team member that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.

1.01.8 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility. Under the Design-Build delivery methodology, the Design Professional is an integral part of the

Design-Builder entity under single contract with the Owner. These entities also operate under legal definitions of the State of North Carolina with statutory liability and responsibility.

1.01.9 “Building Commissioning” refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner’s documented project requirements and the construction documents.

1.01.10 “Commissioning Provider” refers to the entity or person providing building commissioning services for a project.

1.01.11 “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.

1.01.12 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.

1.01.13 “Qualifications-Based Selection” and “QBS” both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.01.14 “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

1.01.15 “Fixed Fee” shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of the cost of the work.

*****End of Section One*****

SECTION TWO- BACKGROUND INFORMATION

2.01 Project Background, Goals and Objectives

The Stanly County Jail facility is experiencing significant overcrowding and consistently exceeds the rated capacity. Stanly County is incurring the cost of housing multiple inmates per month out of county at a cost of \$75 per day.

The County most recently completed a jail expansion in 2009. The master plan at the time called for another 96 beds to be constructed, connected and integrated to the previous addition on the west facing side of the facility. The 96 bed jail expansion would be Phase I of a likely two (2) Phase project.

With the design and construction of the 96 bed jail expansion the County has the following goals:

1. Incorporates the necessary program elements to prepare, operate, house and maintain a safe and secure jail facility;
2. Complete the project in a timely manner without undue delays and within the County's funding resources available for the project;
3. Incorporate high performance, energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security and fire alarm systems and controls that will allow all staff to work in a safe, comfortable, operational facility;
4. Design a facility that is practical, functional and meets the design standards of the NC Department of Health and Human Services, NC Jail Standards and the Albemarle Historic Resource Commission;
5. Allocate a functional amount of programming space for inmates to meet with mental health, substance abuse and life skill providers;
6. Design and construct a facility that responds to the County's available maintenance resources and long term maintenance funding by minimizing operating and maintenance cost, maximizing energy efficiency and utilizing materials that will prolong the life of the facility.

The County of Stanly intends to utilize best commercial practices to accomplish the goals of this project, expects the Design-Builder to proactively address risks and challenges in the process and participate in improvement activities to achieve project success. The County also expects to work with the Design-Builder to devise and implement appropriate processes for this project that will maximize efficiency, overall quality and cost savings.

As part of Phase II of the aforementioned scope, the County plans to evaluate the cost of demolishing and replacing a section of the old jail facility. This will include replacing the old jail with new, modern jail facilities and potentially other law enforcement related facilities as well.

End of Section Two

SECTION THREE- SCOPE OF WORK

3.01 Purpose of the RFQ and Lead Design-Builder Responsibilities

The County of Stanly is soliciting Qualifications for Design-Build project delivery services for a jail addition and other potential public safety complex improvements. The Project will be carried out in two (2) separate phases.

Phase I, the proposed jail facility expansion, must house at least 96 additional jail beds. Phase II of the design-build project will include evaluating and master planning the demolition of the oldest remaining jail facility and replacing it with modern jail facilities and possibly other law enforcement related facilities.

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services (with the exception of Special Inspections by Owner), trade contractors and trade supplier contracts.

3.02 Location of the Project

The location of the work is: 126 S. 3rd Street, Albemarle, North Carolina, 28001 (corner of S. 3rd Street & E. South Street)

NOTE: Throughout the duration of the project, the County **WILL NOT** provide workspace for the Firm/ Team. The selected Design-Build Team is responsible for/ must provide its own workspace.

3.03 Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team.

Site Inventory and Evaluation of Owner's Criteria Confirmation

1. Site investigations, including survey, subsurface utility investigations, geotechnical investigations, environmental engineering, to verify existing conditions if necessary.
2. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
3. Prepare written report summarizing Owner's Criteria.

Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing and electrical schematic design plans based on Criteria document and prototype information (provided by Owner in AutoCAD digital format) for County staff consideration.
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, area of safe refuge, parking areas, general landscape concept, lighting areas, utility routing and connections and storm water measure locations.
 - b. Building Design information including: reconfirming building prototype program and design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building

system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.

3. Work in digital format: AutoCAD or Building Information Modeling (BIM) software.
4. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
5. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
6. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
7. Develop Design-Builders Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
8. Conduct regular, monthly design meetings.
9. Update the design schedule.
10. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details.
 - b. Building Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, roof and structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, prepare energy and performance modeling, review and coordinate systems integration to include all utilities and controls and submittals.
2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
4. Conduct regular, monthly design meetings.
5. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
6. Review, update and confirm project schedule.
7. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to the City of Albemarle Planning Department and any other regulatory agencies whose approval is necessary for the development of the site.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local and state agencies as required for the site development.
4. Coordinate the construction or relocation of privately owned utilities if necessary.
5. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally

include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget and obtain necessary permits and construct the project.

2. Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular, monthly design meetings.
6. Ensure plans for the jail facility meet the requirements of the NC Department of Health and Human Services and Jail Standards.

Construction Administration

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

Construction

1. Site work to include but not be limited to:
 - a. Clearing and rough grading with excess dirt and material removed from the site. Erosion control measures to be immediately put into place.
 - b. Site utilities including fire line and domestic water, sewer, natural gas and electrical service and site lighting.
 - c. Concrete paving, walkways, utilities, landscaping and storm water retention system.
2. Building construction to include but not be limited to:
 - a. Concrete slab on grade foundations with reinforced concrete footings
 - b. Exterior bearing walls consisting of reinforced and grouted CMU walls and metal stud framing with brick veneer to match the design of the previous 96 bed addition constructed and completed in 2009.
 - c. Roof structure, corrugated metal deck and standing seam metal roof with matching fascia, rakes gutters and downspouts to match the existing 96 bed addition constructed and completed in 2009.
 - d. Exterior building enclosure including insulated exterior wall cavities with appropriate thermal barriers and exterior window systems to meet applicable NC DHHS and Jail Standard requirements.
 - e. Interior finishes to be consistent with standard jail construction, NC DHHS requirements, NC Jail Standards with low maintenance cost considered.
 - f. Toilet and bath fixtures and accessories compliant with standard jail construction
 - g. Specialty equipment consistent with jail construction
 - h. Interior and exterior signage.
 - i. Mechanical and electrical systems and controls.

Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or BIM format or in such other format as the owner requires.
2. Prepare a Facility Maintenance Plan in a format selected by Owner.
3. Assist in project closeout, establishment of warranties and guaranties.
4. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

3.04 Project Budget

The County estimates an approximate construction budget of \$13.5 million dollars for completion of this project including all costs and fees. Total costs include construction related expenses; architectural

programming, design and construction related services; testing services; public jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.

3.05 Anticipated Schedule

The County reserves the right to make adjustments to this schedule as necessary.

Preliminary Project Schedule:	Date	Time
Issue/Advertise RFQ	March 5, 2024	
Deadline for written questions and clarifications on RFQ	March 25, 2024	5:00 p.m.
Deadline for submission of Statement of Qualifications	April 5, 2024	5:00 p.m.
Owner completes qualification evaluation to establish a shortlist of firms remaining. Owner notifies shortlisted firms and schedules interviews (if required.)	April 12, 2024	
Complete interviews of short-listed firms	April 22, 2024	
Notify selected Design-Build firm, begin contract negotiations	April 26, 2024	
Complete contract negotiations with selected firm	May, 2024	
Board of Commissioners award of contract	May, 2024	
Notice to Proceed	May, 2024	
Project Completion (Phase I)	December 2026	

3.06 Pre-Construction Project Planning

The Design-Builder, as a part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the project the Owner will ask the Design-Builder to commit to a guaranteed maximum price (GMP) for all its design and construction services. A contract amendment will be executed once the Design-Builder is able to establish a GMP to include construction costs.

3.07 Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project as well as cost effectiveness are of the utmost importance.**

End of Section Three

SECTION FOUR-
DESIGN-BUILDER EVALUATION AND SELECTION CRITERIA

4.01 Design-Build Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public or privately bid public safety and jail facility design-build projects and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public sector projects and experience with the public bidding process is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to a user compliant program employing a prototype basis of design.
2. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-build methodology.
3. Obtaining permits through a public entity's permitting processes and/or Inspections/Building Permit Department.
4. Incorporating energy efficient building practices where cost effective
5. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

4.02 Design-Build Team Minimum Qualifications

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
2. Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification.
3. Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the project.
4. Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
5. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, professional liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the County with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$2,000,000 per occurrence
Commercial Auto Liability:	\$2,000,000 combined single limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher.

4.03 Statement of Qualifications (SOQ) Evaluation Criteria and Scoring (100 Total Points)

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of County of Stanly employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Design-Build Team Experience and Qualifications - 25 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder (if a different entity.) Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation and submitting Firm/Company professional reputation credentials.

Proposed Design & Engineering Professionals' Experience and Qualifications - 25 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel. Responses should have identified each key individual, their experience with the overall Design-Build process (including specific experience with the team's lead General Contractor) as well as experience with similar projects. Also of importance are individuals' litigation and/or arbitration records and the design/engineering professionals'/firms' reputation, references and referrals. Submittals should also have included a listing of other firms proposed Personnel have worked for along with specific project phases, tasks and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm/team's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives.

Firm/teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions) and a preliminary overall project schedule.

The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables, proposed construction schedule and project coordination issues.

Statement of WHY the Design-Build Team should be selected- 20 points

Points for this criterion will be awarded based on an evaluation of the Design-Builder's statement indicating why they should be selected, which should illustrate specific professional capacities or

unique qualifications relating to this project that differentiates the Design-Builder from other qualified submitters.

Deliverable Quality, Project Schedule and Safety Controls - 5 Points

Points for this criterion will be awarded based on the Firm/team's proposed approach to project controls including milestone scheduling, quality control and management for deliverables and the design and construction processes, and submitted cost budgets and safety plans.

SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/team/Products have to offer the County.

4.04 Clarifying Qualification During Evaluation

During the evaluation process, the County has the right to require any clarification it needs in order to understand the Firm/team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/team contract.

4.05 Short List Ranking

After evaluating the responses to this RFQ, the County will rank the most highly qualified candidates for ranking and these short-listed teams may be asked to interview to help determine final ranking.

4.05 Interviews of Short-listed Firms/Teams

Prior to ranking the short-listed Firms/Teams for final selection, the County may elect to interview those short-listed teams. The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The County will notify each short-listed firm to schedule individual times for the interviews.

4.05 Design-Build Firm/team Final Selection

After making final Team selection and taking into consideration quality, performance, cost-effectiveness and the time specified in the Qualifications for performance of the contract [G.S. 143-129 (b)] the County will begin contract negotiations with the selected responsible, responsive Firm/team. If successful, the Firm/team and County will enter into a design-build professional services contract for the work.

All respondents are considered fully informed as to intentions of County regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal during negotiations.

The County may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the County.

4.06 E-Verify Compliance

The design-build contract will require that the design-build team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS) consistent with state law requirements for municipal contracts.

4.07 Iran Divestment Act Certification

The design-build contract will require that the design-build team and its subcontractors comply with the requirements NC General Statutes 147-86.58.

4.08 Companies Boycotting Israel Divestment Act Certification

The design-build contract will require that the design-build team and its subcontractors comply with the requirements NC General Statutes 147-86.81.

End of Section Four

SECTION FIVE
QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

5.01 Physical Submittal: Department Contact, Deadline for Receipt of Qualifications, Format

Submitters must submit four (4) total copies of their written Qualification in a sealed package (including one (1) unbound original suitable for photocopying) to the County's Central Administration Office by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and reference the project; i.e. "RFQ for Design-Build Services for Jail and Law Enforcement Facility Expansion."

5.01.1 Each submittal copy shall be identical in content. Submitters shall follow in their responses the checklist outlined in this RFQ. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.

5.01.2 In order for the County to evaluate Qualifications fairly and completely, Firm/teams should concisely follow the format set out herein and provide all of the information requested:

- a. SOQ's shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages {not including the coversheet, back cover, cover letter, Table of Contents, resumes and other County required attachments.
- b. Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed project approach/action plan.

5.02 Statement of Qualifications Provisions

The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

5.03 Minimum Number of Responses

In order to consider proposals the County must receive at least three (3) responses to its RFQ. If the County receives fewer than three (3) responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the County may consider proposals even if three (3) are not received and will follow the same procedures used for the initial solicitation.

The County will be intentional in its efforts to be fair and equitable in its dealings with all candidates for selection. If, however, the County should determine that none of the Design-Build teams submitting are advantageous to the County of Stanly, **the County reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause.** Issuance of this Request for Qualifications does not commit the County of Stanly to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

End of Section Five

**SECTION SIX -
CHECKLIST FOR QUALIFICATIONS SUBMISSION**

6.01 Required Statement of Qualifications items

Submitters must include the following mandatory checklist items (Y) as part of their SOQ:

Y Cover Letter – 1 page

Qualifications must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person the County should contact regarding the qualifications. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. **Indicate on the first page of the submittal which firm company is the lead Design-Builder.**

Y Table of Contents – 1-2 pages

Must include corresponding tabs/dividers in the body of the submittal to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page then place all corresponding tabs on that page.

Y Executive Summary – 1 page

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high quality project consistent with the minimum criteria requirements outlines in this RFQ.

Y Project Background and Understanding – 1 page

Include a brief description of the Firm/team's knowledge of the project background and context.

Y Project Approach and Action Plan – 2-3 pages

Provide a detailed statement of the firm/team's proposed approach and action plan to successfully complete the work. The firm/team's plan of action should include both functional and personnel organization which indicates the Firm/team's specific approach to accomplishing the project scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

Y Firm/team Qualifications and Experience – 4-6 pages

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience in projects with the County of Stanly and any past or current experience with the proposed Design-Build team. Indicate:

1. Company / Firm name.
2. Physical address- and if different, mailing address & zip code.
3. E-mail address and name of primary contact at each company/firm.
4. Main telephone number and direct telephone number for contacts.

5. Number of years in business for each company/firm.
6. Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
7. Also briefly describe projects that your firm/company has completed in the past five (5) years that also required design-build services and were valued at or above \$3,000,000. Also briefly describe the largest project your firm/company has completed within the past five (5) years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
8. List any active or pending litigation with owners, subcontractors and other construction-related entities and explain. List and briefly describe any and all legal actions for the past three (3) years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action.
Failure to fully comply with this item will be grounds for elimination from the RFQ process.
9. Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, explain.

Y Related Design-Build Project Experience – 3 pages

Provide 1/2 page descriptions for five (5) reference projects for which the firm/team has provided professional design and construction services of a nature, quality, size and scope specifically similar to those required in this RFQ. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
6. Proposed team members that worked on the projects including their title and role on that project.
7. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.
Obsolete contact information will be grounds for elimination from the RFQ process.
8. List five (5) major trade contractor references (5 total not 5 per project.) Include company name, contact name, e-mail address and telephone number.

Y Proposed Personnel – 6-8 pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent's ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the design-build team, County staff and any other potential consultants involved in this

project. (Note: any proposed subcontractor personnel must also include additional submitted resume and/or project experience information per the requirements listed in this section for similar disciplines/trades.)

1. Provide a list of licensed design professionals and, if already selected, the licensed contractors and licensed subcontractors whom the Design-Build team proposes to use for the project's design and construction including a detailed list of key personnel as noted below.
2. The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting project architects and engineers, project superintendent, Design-Builder's project manager, project director, estimator, preconstruction manager and the executive in charge and their relevant educational and work experience information

Project Experience of the Designer should include:

Relevant experience on other Design-Build projects as designer especially with buildings comparable to this project in directly applicable ways. **If the designer claims experience acquired by hiring of or participation by personnel who were members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s).** Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the designer/team's capabilities to provide design services for the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g., square footage, number of stories, site area).
5. Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
6. Brief description of project.
7. Services performed as Designer.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Relevant Project Experience of the Builder should include:

Description of project experience with similar building types and Design-Build delivery method or performing as a general contractor on comparable types and sizes of projects. If the builder claims experience acquired by hiring of or participation by personnel who were members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s). Describe no fewer than five (5) projects in order of most relevant to least relevant that demonstrate the builder/team's capabilities to perform the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g. square footage, number of stories, site area)

5. Brief description of project.
6. Cost description (this description, at a minimum, must include: original project budget; final project cost; and why there exists a difference in the original and final costs, if any).
7. Services performed as builder.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Y Firm/team Financial Responsibility Information – 1 page

1. List total annual billings for each of the past three (3) calendar years. If forming a partnership, list separately by company/firm.
2. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
3. List the contact persons, addresses, and telephone numbers for the company/firm's bonding company and agent.
4. What percentage of your company/firm's work has been negotiated during the past five (5) years?
5. Supply firm's current ratio (current assets / current liabilities) experience for the last five years.

Y Project Controls / Deliverables - Quality and Schedule – 2-3 pages

Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion and a quality assurance plan that identifies how quality control will be implemented throughout the design and construction process.

Y Conclusion and Statement of Why the Proposing Firm Should Be Selected – 1 page

This section provides each firm/team the opportunity to provide specific information that may differentiate them from others in the RFQ process.

*****End of Section Six*****

7.01 Submittals and Clarifications

It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications.

- 7.01.1** The County will be intentional in its efforts to be fair and equitable in its dealings with all candidates for selection. If, however, the County should determine that none of the Design-Build teams submitting are advantageous to the County of Stanly, the County reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause. Issuance of this Request for Qualifications does not commit the County of Stanly to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

*****End of Section Seven*****

SECTION EIGHT –
DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications appendix section)

1. *We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.*
2. *We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.*
3. *We certify that our firm/company will have and maintain liability insurance coverage for a total of \$2 million/occurrence & \$2 million/general aggregate for commercial general liability, and not less than \$2 million per claim for commercial business automobile liability.*
4. *We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$1 million per claim*
5. *We certify that our firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the project.*
6. *We certify that our firm can and will obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.*
7. *We certify that our firm/company/personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances or positions held are believe to contribute to any such conflict of interest.*
8. *I hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge.*

(Authorized Signature, Title, Design-Build Entity Name and Date)

By signature on this Qualification, responders certify that they comply with:

- a. The laws of the State of North Carolina
- b. The Equal Employment Opportunity Act and the regulations issued there under by the federal government
- c. The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
- d. All terms and conditions set out in this RFQ

*****End of Section Eight*****

SECTION NINE

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROVISIONS AND ADA NOTICE

9.01 Non-Discrimination Provision

The County of Stanly does not discriminate against any employee or applicant for employment because of age, sex, race, color, creed, national origin (including limited English Proficiency), disability, or familial status.

The selected Firm/team shall take action to ensure applicants are employed and that employees are treated during employment without regard to their age, sex, race, color, creed, national origin (including limited English Proficiency), disability, or familial status. In the event the Firm/team is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of Federal, State or local law or this provision, any contract with the County of Stanly may be cancelled, terminated or suspended in whole or in part by the County, and the Firm/team may be declared ineligible for further contracts with the County of Stanly.

End of Section Nine

SECTION TEN

Appendices

10.01 Appendix A - Trade Secrets and Confidentiality

10.02 Appendix B – Site Photographs

Appendix A – Trade Secrets and Confidentiality

As a general rule, all submissions to the Count are available to any member of the public. However, if materials qualify as provided in this section, the County will take reasonable steps to keep Trade Secrets confidential.

(a) Designation of Confidential Records. The terms “Trade Secrets” and “record” are defined in (a)(1) (Definitions). To the extent that the Firm/team wishes to maintain the confidentiality of Trade Secrets contained in materials provided to the County that will or may become a record, the Firm/team shall prominently designate the material as “Trade Secrets” at the time of its initial disclosure to the County. The Firm/team shall not designate any material provided to the County as Trade Secrets unless the Firm/team has a reasonable and good-faith belief that it contains a Trade Secret. When requested by the County, the Firm/team shall promptly disclose to the County the Firm/team’s reasoning for designating individual materials as Trade Secrets. In providing materials to the County, the Firm/team shall make reasonable efforts to separate those designated as Trade Secrets from those not so designated, both to facilitate the County’s use of records and to minimize the opportunity for accidental disclosure. For instance, if only a sentence or paragraph on a page is a Trade Secret, the page must be marked clearly to communicate that distinction. To avoid mistake or confusion, it is generally best to have only Trade Secret information on a page and nothing else on that page. To the extent authorized by applicable state and federal law, the County shall maintain the confidentiality of records designated “Trade Secrets” in accordance with this section. Whenever the Firm/team ceases to have a good-faith belief that a particular record contains a Trade Secret, it shall promptly notify the County.

(1) Definitions.

“Trade secret” means business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- a. Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- b. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or owned independently by more than one person, or licensed to other persons.

“Record” means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, received by the County of Stanly in connection with the Firm/team’s SOQ.

- (b) Request by Public for Access to Record.** When any person requests the County to provide access to a record designated as Trade Secrets in accordance with subsection (a), the County may
- (1) decline the request for access,
 - (2) notify the Firm/team of the request and that the County intends to provide the person access to the record because applicable law requires that the access be granted, or
 - (3) notify the Firm/team of the request and that the County intends to decline the request.

SDBE Listings for Construction Services

Before declining the request, the County may require the Firm/team to give further assurances so the County can be certain the Firm/team will comply with subsection (c) (Defense of County).

- (c) Defense of County.** If the County declines the request for access to a record designated as Trade Secrets in accordance with subsection (a), the Firm/team shall defend, indemnify, and save harmless Indemnitees from and against all charges that arise in any manner from, in connection with, or out of the County's non-disclosure of the records. In providing that defense, the Firm/team shall at its sole expense defend Indemnitees with legal counsel. The legal counsel shall be limited to attorneys reasonably acceptable to the County Attorney.

Definitions as used in this subsection (c), "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, fines, penalties, settlements, expenses, attorneys' fees, and interest. Indemnitees" means the County, and officers, officials, independent contractors, agents, and employees, of the County. "Indemnitees" does not include the Firm/team. The County may require the Firm/team to provide proof of the Firm/team's ability to pay the amounts that may reasonably be expected to become monetary obligations of the Firm/team pursuant to this section. If the Firm/team fails to provide that proof in a timely manner, the County shall not be required to keep confidential the records whose non-disclosure gives rise to the potential monetary obligation. Nothing in this agreement shall require the County to require any natural person to be imprisoned or placed in substantial risk of imprisonment as a result of alleged nondisclosure of records or for alleged noncompliance with a court order respecting disclosure of records. This subsection (c) is separate from and is to be construed separately from any other indemnification and warranty provisions in the contract between the County and the Firm/team.

Appendix B: Site Photographs



