

**Engineering Services
Request For Qualifications**



**Pines Elementary School
Roof & HVAC Evaluation**

Issued: October 11, 2016

Due: October 28, 2016 at 5:00pm

INTRODUCTION

In accordance with NCGS 143-64.31, County of Washington requests qualifications from qualified Engineering Firms to evaluate the roof structure & ventilation and HVAC systems at Pines Elementary School (the “Project”). Upon review of proposals received in response to this Request for Qualifications (RFQ), County of Washington anticipates awarding a single contract for the services required.

PROJECT DESCRIPTION

To evaluate the structural and mechanical integrity of the roof, insulation envelope and HVAC system of Pines Elementary School in relation to reported problems controlling excessive moisture and condensation within the facility and to propose cost effective methods of resolving such problems if they are found to exist.

Costs associated with the Project will be appropriated in the County’s current fiscal year budget.

PROJECT SCHEDULE

The following is a preliminary timeline for this Project:

Task	Date
Send out RFQ	October 11, 2016
Advertise (<i>NCGS 143-64.31</i>)	October 11 - 28, 2016
RFQ’s Due	October 28, 2016, 5:00pm
Select Firm	November 7, 2016
Negotiate Contract	November 7 - 11, 2016
Site Visit / Evaluation Phase	November 7 – December 30, 2016
Presentation	January 3, 2017

PROPOSAL FORMAT

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of ten (10) copies of the proposal shall be submitted to the County.

PROPOSAL CONTENT

The written proposal should provide background information about the Firm, its employees, standard fee schedules and its experience with related projects and related clients in the southeast. It should cover the experience of the Firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term “Firm” shall refer to the prime respondent of this RFQ, or in other words, the company with whom the County will contract.

The term “Consultant” shall refer to any and all consultants and subcontractors with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “Firm” and “Consultant”.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organization chart. If the Firm has multiple offices, please list where the work for this project will be performed. Please also list the number of states in which the company has performed these type of services.
2. Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with these types of issues.
3. Information about any consultants to be included on the team. Identify the consultant’s company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultant’s experience with these types of issues.
4. Firm’s experience as prime designer on a project team.
5. Summary of at least five (5) similar projects for which the designer was responsible within the past five (5) years. Each of the project summaries should include the following:
 - a. Description of the facility, including: size, functions housed, and year completed.
 - b. Scope of Work
 - c. Degree of involvement (principals or consultant).
 - d. Project references including names, addresses, and telephone numbers.
6. Current Firm workload and ability to perform work for this project within the project schedule.
7. Proposed approach by the Firm for this project. The County desires to procure an engineering firm with experience in identify and evaluation these types of issues. Please describe your company’s approach in addressing these issues.
8. Listing of any pending or settled lawsuits or professional liability claims in which the designer was involved during the past ten (10) years.
9. Please provide references of clients for whom the Firm and the Consultants have provided these types of services. Include name, title, company or agency, and telephone number for each reference.
10. Additional information the respondent believes to be relevant to the selection efforts of the County.

11. Do NOT include any cost or fee estimates for providing the solicited services to county other than any standardized unit pricing/fee schedules you may have which apply to all of firm's work or services including those outside the scope of this project. This is a qualifications based selection process intended to result in the selection of the most qualified firm without regard to price for the solicited services at this stage. The successful firm will be asked to negotiate a contract with county at a reasonable price to provide the services after selection, and in the event no reasonable price can be negotiated, the county may reject that firm and negotiate with the next most qualified firm until an agreement is reached.

QUALIFICATION SUBMISSION

Submit ten (10) copies of the written qualifications no later than 5:00 PM, October 28, 2016 (see schedule). No qualifications will be accepted after this time. No faxed submission will be accepted. The Company is solely responsible for ensuring timely delivery of any proposal to the County.

Submit qualifications to:

**Washington County Manager's Office
Attn: PINES ELEMENTARY SCHOOL RFQ
116 Adams Street
Post Office Box 1007
Plymouth, North Carolina 27962**

All questions regarding this project should be directed to W. Mack Carawan or Curtis Potter at 252-793-5823, or their email: wcarawan@washconc.org or cpotter@washconc.org.

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondents' sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the County when received and will be subject to the open records laws of state of North Carolina.
3. The County reserves the right to refuse any or all proposals received.
4. The County reserves the right to select an engineering firm without holding interviews.