



REQUEST FOR QUALIFICATIONS

Issued: March 19, 2021

Wilkes County Governmental Complex Project

Pursuant to N.C. Statute Sec. 143-128.1(A), the County of Wilkes is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for the Wilkes County Governmental Complex Project. This RFQ provides complete information on the services being sought, the submittal requirements and timeline. Interested firms are responsible to obtain any addenda that may be posted or issued by contacting Mr. John Yates – County Manager jyates@wilkescounty.net. The County is not responsible for any firm's failure to heed this notice.

Proposals shall be complete and comply with the requirements listed herein.

Statement of Qualification Proposals can submit mail or electronically by **2:00 pm, April 30, 2021** to the attention of :

Mr. John Yates – County Manager
110 North Street – Suite 101
Wilkesboro, NC 28697
Ph. (336) 651-7346 e-mail: jyates@wilkescounty.net

Responses received after this date and time will be deemed non-responsive and will not be considered.

Wilkes County reserves the right to reject any or all proposals; to waive minor irregularities in the RFQ process or in the submittals; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ scope or schedule at any time. 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 of contract for any expressed or implied services. This RFQ will in no manner be construed as a commitment on the part of the County to award a contract.

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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 Wilkes, Wilkesboro, North Carolina

Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualifications”, 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 offeror 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 construct a Project and to hold 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”, and/ 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 “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.
- 1.1.10 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.
- 1.1.11 “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.
- 1.1.12 “Firm” shall be interpreted as refereeing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

End of Section One

SECTION TWO
BACKGROUND INFORMATION

2.01 Project Background, Goals and Objectives

At its regular meeting on March 6, 2021, the Wilkes County Board of Commissioners adopted a Resolution the (“Resolution”) for establishing written criteria for utilization of the Design-Build Delivery Method for the Wilkes County Governmental Complex Project (the “Project”). The Project was defined therein, and is defined for purposes of this RFQ, as follows:

- (a) A new Emergency Services Center, to house Wilkes County EMS, Wilkes County Emergency Management, and such other emergency response agencies, offices, and/or facilities as the Board of Commissioners may determine, and to be constructed on the Call Property already owned by the County;
- (b) A new County Office Building, to replace the existing County Office Building that was built in the 1970’s, said new County Office Building to be constructed on property to be purchased by the County at a location yet to be determined by the Board of Commissioners;
- (c) A new Health Department, to be located in the existing County Office Building by renovating/upfitting the same for said purpose upon completion of the new County Office Building in (b) above; and

With the design and construction of the Wilkes County Governmental Complex Project, the County has the following goals”

1. Complete the Project in a timely fashion without undue delays and within the County’s funding resources available for the Project.
2. Design and construct facilities that are safe and accommodate the needs of Wilkes County and as described within the RFQ.

The County of Wilkes intends to utilize best commercial practices to accomplish the goals of the Project and, 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 the Project that will maximize efficiency, overall quality, cost savings and efficiencies.

End of Section Two

SECTION THREE
SCOPE OF WORK; PROJECT BUDGET; PROJECT SCHEDULE

3.01 Purpose of the RFQ and Lead Design-Builder Responsibilities

Wilkes County is soliciting Qualifications for Design-Build Project delivery services for the Project. The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this Project resulting in finished, fully usable facilities that satisfy 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, trade contractors and trade supplier contracts.

3.02 Location of the Project

The location of the work is at multiple locations. EMS Facility will be constructed on the Call property already owned by the county. The new County Office Building to be constructed on property to be purchased by the county at a location yet to be determined. A new Health Department to be located in the current County Office Building.

3.03 Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder 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, fire protection and electrical schematic design plans 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, general landscape concept, tree protection measures, lighting areas, utility routing and connections and storm water measure locations.
 - b. Building Design information including: reconfirming design intent, 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 or 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-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
8. Conduct regular, biweekly, design meetings.
9. Update the design schedule.
10. Present to required departments/ agencies for review.

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. Structure Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, review and coordinate systems integration to include all utilities and controls.
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, biweekly, 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.

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 includes: building systems, site utilities and components that will form the basis for the Project's Construction Documents sufficiently complete to support the prepared budget, 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.

Permitting, Reviews and Approvals

1. Review and/ or present design concepts to Wilkes County Planning Department and any other regulatory agencies whose approval is necessary.
2. Submit plans and applications to regulatory agencies.
3. Secure approvals from all other local and state agencies as required.
4. Coordinate the construction or relocation of privately owned utilities as necessary.

5. Attend meetings as necessary for all approvals. Provide response and modifications to regulatory comments.

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, show drawing review and approval as well as preparation of change orders and construction change directives.

Construction

1. Site work to include but not limited to:
 - a. Clearing and rough grading with excess dirt and material removed from the site. Tree protection and 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. Asphalt paving, concrete paving, walkways, utilities and landscaping.
2. Building construction to include but not limited to:
 - a. The structural composition of the new facility.
 - b. Exterior veneer, openings, roofing system, interior construction and accessories of the new facility.
 - c. MEP systems and controls as required.
 - d. Fire protection systems.

Post Construction Phase/ Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or in such a format as the owner requires.
2. Assist in Project closeout, establishment of warranties and guarantees.
3. Present to all required departments/ agencies for review; responsible for all State and County permit applications and approvals.

3.04 Project Budget

The Project Budget estimate is 30 million dollars for completion of the Project including design, construction, and all other costs and fees for a new Emergency Service Center consisting of approximately 20,000 sq. ft.; a new County Office Building consisting of approximately 50,000 sq. ft.; and a new Health Department to be located in the existing County Office Building by renovating/upfitting the same containing approximately 35,000 sq. ft. 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.

Anticipated Project Schedule:

Issue/ Advertise RFQ in official advertising publications	March 31, 2021
Deadline for submission of Statement of Qualifications	April 30, 2021
Owner completes qualification evaluation to establish firm rankings	May 7, 2021
Owner notifies shortlisted firms.	May 10, 2021
Notify selected Design-Build firm, begin contract negotiations	May 12, 2021
Complete contract negotiations with selected firm	May 28, 2021
Board of Commissioners award contract	June 15, 2021
Notice to Proceed	June 21, 2021

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.

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 this 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 is of 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 private design-build Projects and specifically describe those Projects that best characterize the proposers’ capabilities including work quality and cost control measures. Completed public sector Projects and experience with 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.
2. Demonstrated history of successful collaboration constructing facilities utilizing a Design-Build methodology.
3. Obtaining permits through Wilkes County permitting processes and/ or Inspections/ Building Permit Department.
4. Incorporating environmentally responsible building practices and
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 listing 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. **A copy of the license(s) is to be included in the appendix.**
2. Firm’s “Builder” **MUST** have a current North Carolina Contractor’s license with an unlimited building classification. **A copy of the license is to be included in the appendix.**
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, worker’s compensation, employer’s 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:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit
Excess (Umbrella) Liability:	\$3,000,000
Workers’ Compensation:	Statutory
Employer’s Liability:	\$1,000,000 each accident/ total disease/ employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$5 million 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.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include the Declaration Statement (signed) included in this RFQ attesting to the above requirements and coverages in its submittal.

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 Committee to be designated by the Wilkes County Board of Commissioners to assess submitted qualifications. Each submitter will be evaluated and short-listed 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 safety records and 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 as well as experience with similar Projects. 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 – 15 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. The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues required to complete each Project phase including deliverables, 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.

Minority and Women Owned Business Enterprise (MWBE) Participation – 5 Points

Evaluation of Design-Build Team's proposed participation in MWBE program and strategy to achieve the County's MWBE goal of 10 percent per North Carolina General Statute 143-128.1.

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 Ranking

After evaluating the responses to this RFQ, the County will rank the candidates. Teams may be asked to interview to help determine final ranking. If the County determines that fewer than three firms are qualified, it will re-advertise the RFQ pursuant to Section 143-128.1A(d) of the North Carolina General Statutes.

4.06 Design-Build Firm/ Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract, the County will begin contract negotiations with the selected responsible, responsive Firm/ Team. If successful, the Firm/ Team and County will enter into a contract for the work. If negotiations are unsuccessful, the County may negotiate with the next best firm based upon evaluation.

All respondents are considered fully informed as to the intentions of the 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 plan, action plan, schedule and fee proposal to Wilkes County 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 reason why a particular qualification was not deemed to be the most advantageous to the County.

4.07 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.

4.08 Exceptions

It is the County's intention to use the AIA Document A141-2014 Standard Form of Agreement Between Owner and Design-Builder, as amended. Any Firm/ Team that objects to any elements of the contract should state those objections in the submittal. Notwithstanding the foregoing, the County reserves the right prior to entering into the final contract under Section 4.06 above to negotiate changes to AIA Document A141-2014 as may be agreed upon between the County and the selected Firm/Team.

End of Section Four

SECTION FIVE
QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

5.01 Physical Submittal

Submitters must submit (7) total copies of their written Qualification in a sealed package (including one unbound original suitable for photocopying and one in PDF digital format) to the County Manager's 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 Wilkes County Governmental Services Complex."

- 5.1.1 Each submittal copy that 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.
- 5.1.2 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 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.

Qualifications must confirm that the Firm/ Team will comply with all of the provisions in this RFQ. Qualifications must be signed by a company officer empowered to bind the company. A Firm/ Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

5.03 Minimum Number of Responses

In order to consider proposals, the County must receive at least three responses to its RFQ. If the County receives fewer than three 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 are not received and will follow the same procedures used for this initial solicitation. It is the sincere intention of the Owner to make every effort 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 Wilkes, **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 Wilkes 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 (☐) as part of their SOQ:

☐ **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 Qualification. 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 is the lead Design-Builder, any firm/ company qualifying as a minority entity and the individual whose signature grants authority to bind the Submitter to the provisions of the RFQ.**

☐ **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 than place all corresponding tabs on that page.

☐ **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 outlined in this RFQ.

☐ **Project Background and Understanding** – 1 Page

Include a brief description of the Firm/ Team's knowledge of the Project background and context.

☐ **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. 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.

☐ **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 Wilkes and any past or current experience with the proposed Design-Build team. Please provide the following:

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 a minimum of five (5) projects that your firm/ company completed in the past five years and/ or currently underway requiring design-build services and valued at or above \$10,000,000. Also, briefly describe the largest project your firm/ company has completed within the past five 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.
9. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit 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.**
10. 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.

□ **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/ or 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).
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.
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.

□ **Proposed Personnel** – 8-10 Pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, number 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, and any other potential consultants involved in this Project.

1. Provide a list of licensed design professionals.

2. The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting Project architects and engineers, Project superintendent, Project manager, Project director, estimator, and the executive in charge. Submit a resume for each individual with relevant information as described below including: title, education, previous work experience, applicable training and certifications, previous projects with the firm/ company and length of service with the firm/ company. At this stage, firms/ companies may list more than one person qualified and available for the proposed Project.

□ **Firm/ Team Financial Responsibility Information** – 1 Page

1. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
2. List the contact persons, addresses, and telephone numbers for the company/ firm's bonding company and agent.
3. What percentage of your company/ firm's work has been negotiated during the past five (5) years?

□ **Project Controls/ Deliverables – Quality and Safety** – 2-3 Pages

Provide information pertaining to along with a general Quality Assurance Plan and Safety Plan that identifies how quality control will be implemented throughout the design and construction process.

□ **Equal Business Opportunity Program**

Participation Goals

The MWBE participation goal for this Project is 10%

□ **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 differentiates them from others in the RFQ process.

□ **Qualification Appendix Attachments** – Include copies of:

1. Signed Team Declaration form confirming certifications and submission items.
2. Joint Venture agreement (if applicable)
3. A list of the licensed design professionals whom the design-builder proposes to use for the Project's design and construction.

End of Section Six

SECTION SEVEN
DESIGN-BUILD TEAM DECLARATION STATEMENT

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

1. We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-64.31.)
2. 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.
3. We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.
4. We certify that our firm/ company will have and maintain liability insurance coverage for a total of \$1 million/ occurrence and \$1 million general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
5. 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 \$5 million per claim.
6. 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.
7. 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.
8. 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 believed to contribute to any such conflict of interest.
9. 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 applicable portion of the Federal Civil Rights Act of 1964.
- c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government.
- d. The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.
- e. All terms and conditions set out in this RFQ.
- f. A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury.

If any responder fails to comply with section (a) through (f) of this paragraph, the County of Wilkes reserves the right to disregard the Qualification, terminate the contract, or consider the Firm/ Team in default.

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

