



Request for Qualifications

Architectural and Engineering Services

Duplin County Department of Social Services Elevator Project

Date of issue: February 6, 2023

Statements of Qualifications due: March 1, 2023, 3:00 p.m.

Introduction

Duplin County is soliciting statements of qualifications from architectural firms related to the needs assessment and administration of an elevator repair/replacement.

Statements of qualifications will be accepted until April 1, 2023 at 3:00 p.m. No submission will be considered after this deadline. Statements of qualifications must be clearly marked "RFQ-A&E Services DSS Elevator Project" and mailed or hand delivered to:

Chelsey Lanier, Accounting Manager
Duplin County
224 Seminary Street/PO Box 950
Kenansville, NC 28349

All qualifications must be submitted in a sealed envelope. All submittals must include one original and one electronic copy. There will be no public opening.

All proposers are hereby notified that they must hold proper license, and will be required to meet the requirements established by Duplin County with regard to Minority/Women Business Enterprises participation pursuant to NCGS 143-128.

Duplin County reserves the right to reject any and all submittals.

Project

The project will be split into two phases.

During the first phase, the A/E service provider will be required to:

1. Assess current needs of the elevator repair or replacement
2. Provide an estimated cost for repair or replacement
3. Participate in meetings with administrative staff of the County

If a determination is made that a complete replacement is needed, during the second phase, the A/E service provider will be required to:

1. Perform necessary investigation for the design of the project in accordance with the intent of the project
2. Complete the design and necessary plans and specifications
3. Provide copies of the detailed plans and specifications as required by prospective bidders
4. Review and conduct visits to the site for prospective bidders
5. Attend and conduct bid openings, prepare and certify tabulation of bids, and make recommendations as to contract award
6. Review and approve the contractor's schedule of amounts for contract payment and certify partial payments to the contractor
7. Provide a weekly inspector for the purpose of inspecting the work as it proceeds
8. Be available for daily coordination with Duplin County's resident inspector
9. Additional consulting services as needed

Proposal Requirements

Include all items noted in this section in your proposal. Failure to do so may result in your proposal not being considered. Proposals will be evaluated based on demonstration of meeting the requirements of this RFQ.

Proposals shall include but may not be limited to:

Organization

- Firm name, telephone number, address, email address, website address
- Contact person(s) with title(s)
- Professional history and affiliations

Relevant Project Experience

- Project size
- Construction value
- Project delivery approach
- Project owner with current address and telephone number

Key Personnel

- Resumes for key personnel proposed for the project, including project manager, licensed architects and engineers, project leaders/managers