



# Request for Qualifications

Architectural and Engineering Services for  
Design and Construction of a Services to the Aged and  
Veterans Services Facility

**\*\*SECOND REQUEST FOR QUALIFICATIONS\*\***

Date of issue: June 8, 2022

Deadline for submissions: June 22, 2022 3:00 p.m.

## Introduction

Duplin County is soliciting statements of qualifications from design-build firms for a needs assessment study and the design and construction management of a Services to the Aged and Veterans Services facility located at approximately - 77.981 longitude and 34.951 latitude in Kenansville NC. The estimated total budget for this project is \$5 million.

Duplin County encourages all business, including DBE, minority, and women-owned businesses to respond to all Requests for Qualifications.

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.

In order to be considered, one printed and one electronic copy of the proposal must be received by Duplin County on or before June 7, 2022 at 3:00 p.m. Proposals received after this time will not be considered.

Proposals must be clearly marked "RFQ-DESIGN BUILD-SERVICES TO THE AGED AND VETERANS SERVICES CENTER" and may be hand delivered or sent via mail to:

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

## Scope of Project

- Assess current and projected needs of Duplin County Services to the Aged and Veterans Services departments. This will include space needs, functional relationship and priorities for the project, with interior and exterior spaces
- Participate in meetings and organize information between the team members assigned to the project
- Review and conduct visits to the site and include that as part of the dialogue and final analysis
- Provide professional services that will take the information as determined and provide the Duplin County Board of Commissioners with a cost estimate to develop said facility

- Conduct value engineering as needed to identify opportunities for enhancing the value of the project at equivalent cost and/or maintaining the value while reducing cost through alternative materials and methods approved by the county
- Develop schematic design documents and conceptual options/alternatives based on the needs assessment, user group meetings, and budget. Prepare drawings and other documents which depict alternative concepts which satisfy program, schedule, and budget requirements
- Meet with the Duplin County Board of Commissioners to present the preliminary as well as final plans and cost estimates
- Incorporate the County's comments and prepare development documents consisting of drawings and other documents to fix and describe the size and character of the project, as to the architectural, structural electrical, civil and mechanical systems. These documents will also include information on materials and other such elements as may be appropriate and meet current building code regulations
- If approved for construction, prepare construction/bidding documents and assist county in responsibilities for filing documents required for the approval of governmental authorities having jurisdiction over the project
- Prepare advertisement of bids
- Review and analyze bids and answer questions formally
- Prepare a formal recommendation to the Duplin County Board of Commissioners
- Conduct a pre-construction conference/meeting
- As necessary, administer documentation such as shop drawings, change orders, and any other pertinent construction documentation relevant to this project
- Conduct monthly construction meetings
- Conduct inspections as needed or required
- Review and recommend approval of contractor applications for payment
- Conduct and complete any substantial completion final inspections and close-out documents

## Proposal Components

Proposals should include but may not be limited to the following information:

- What your firm would do to meet the particular need, including proposed timeline to achieve task (list increment steps and completion dates) with milestones of deliverables from the consultant;
- Cost methodology;
- What expectations you would have of the Board of Commissioners, county staff, or other partners;
- Information regarding firm's capabilities with regard to:
  - Prior experience working with Services to the Aged or Veterans Services or related services structures and familiarity with the specialized needs of such facilities
  - Resources available through your firm, as well as through other relevant partners and affiliations;
- Resumes of key personnel on this assignment
- Four references for whom you have performed services in the last two years (similar projects, if available)

## Evaluation and Selection Process

Duplin County will form an evaluation team to initially review and evaluate the submitted responses. The responses will be evaluated for content and ranked.

The following factors will, at a minimum, be considered during the evaluation process:

- The qualifications, track record, relevant experience, and cost methodology of the respondent and its team;
- Quality and completeness of plan for delivering of all necessary and appropriate services; and
- Respondent's ability to provide a work plan which will successfully execute the project in an effective and efficient manner without compromising construction quality, safety, and schedule

The evaluation team may recommend interviews with the top finalists. Duplin County reserves the right to conduct RFQ post-closing discussions with any

respondent who has a realistic possibility of contract award, including but not limited to, requests for additional information.

Duplin County reserves the right to award the contract to the respondent that Duplin County deems to offer the best overall response. In addition, Duplin County at its sole discretion reserves the right to cancel this RFQ, to reject any and all responses, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of the County.

### Contract Negotiations

The selected consultant will be asked to bring forward a fee schedule for negotiation and discussion with the County. The County may negotiate any aspect of the submittal or the solicitation. The County may negotiate elements of the submittal as required to meet the needs of the County.