



**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION  
REQUEST FOR QUALIFICATIONS (RFQ)**

**PROJECT: DESIGN-BUILD SERVICES FOR TWO (2) 50,000SF SHELL BUILDINGS**

**PROPOSAL DUE DATE: SEPTEMBER 27<sup>TH</sup>, 2024, 5:00PM EDT**

Duplin County is soliciting requests for qualifications (RFQ) from qualified and licensed design-build firms interested in providing design and construction services for two (2) pre-engineered shell buildings. The shell buildings will be located at two separate industrial parks within Duplin County. Both buildings are planned to be 50,000 square foot (SF) and will be a pre-engineered metal structure with a brick or other veneer finish at the public entrance.

The intent of this RFQ is to select a design-build firm, by Qualifications-Based Selection (QBS), to provide design and construction services for the **TWO (2) SEPARATE 50,000SF SHELL BUILDINGS**.

**Sealed submittals are due by 5:00PM on FRIDAY, SEPTEMBER 27<sup>TH</sup>, 2024 and must be submitted or delivered to the address below.** Firms mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the RFQ response to Duplin County before the specified deadline is solely and strictly the responsibility of the responding firm. Duplin County will in no way be responsible for delays caused by any occurrence. Responses should be mailed or hand delivered to:

**Duplin County Economic Development Commission  
Attn: Scotty Summerlin  
260 Airport Road  
Kenansville, NC 28349**

**Inquiries:**

All inquiries and questions about this RFQ must be submitted in writing by email to Scotty Summerlin at the following email address: [scott.summerlin@duplincountync.com](mailto:scott.summerlin@duplincountync.com). Questions will be received until **5:00PM on Friday, September 16<sup>th</sup>, 2024**.

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that Duplin County feels are pertinent to all proposers will be distributed as an Addendum to the RFQ. All recipients on record of the RFQ will be notified of written questions, Duplin County responses, and changes.

Issuance of this Request for Qualifications does not commit Duplin County to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

The design-build firm may only submit one statement of qualifications. The successful design-build firm shall be required to comply with all applicable Equal Employment Opportunity laws and regulations.

The selected design-build firm must provide bonds per NCGS Article 3 of Chapter 44A, which requires performance and payment bonds for 100% of the contract amount when the total amount of a construction contract awarded for any one project exceeds three hundred thousand dollars (\$300,000).

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

Duplin County reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Duplin County.

Submitted:

A handwritten signature in black ink that reads "Scotty Summerlin". The signature is written in a cursive, flowing style.

Scotty Summerlin  
Executive Director

Attachments

Duplin County  
Request for Qualifications (RFQ)

PROJECT: DESIGN-BUILD SERVICES FOR TWO (2) 50,000SF SHELL BUILDINGS

**Qualifications Due Date:**

**5:00PM on FRIDAY, SEPTEMBER 27<sup>TH</sup>, 2024**

**260 Airport Road, Kenansville, NC 28349**

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# Duplin County

## Request for Qualifications (RFQ)

Written Submittals of Qualifications to Provide Design-Build Services for the Construction of Two (2) 50,000SF Shell Buildings

### 1 INTRODUCTION

#### 1.1 Purpose of Procurement

Duplin County is preceding this project with a qualification process (RFQ) to select the most competent Design-Build Firm, hereinafter referred to as "Design-Builder".

**1.1.1 Project Sites:** The Project consists of two (2) contracts under a single master agreement. One building will be constructed on a cleared site located at the AirPark Business and Industrial Center (approximately 3 miles north of Kenansville, NC). The second building will be constructed on a to-be-cleared wooded site located at the SouthPark Business and Industry Center (approximately 1.5 miles north of Tin City – Wallace, NC).

#### 1.1.2 Project Description: DESIGN AND BUILD TWO (2) 50,000SF SHELL BUILDINGS

**General Building Description** - The proposed shell buildings will be a 250' x 200' x 30' ceiling height - clear shell facilities with standing seam roof, double layer insulation and metal wall and ceiling panels consisting of one row of interior columns. The buildings will be utilized to market the industrial park(s), and provide a location that can be converted quickly to manufacturing, warehousing, or office space.

**Partial Listing of Building Features** - The shell buildings (each building) and facilities will be alike in design and feature exterior walls meeting minimum design standards and covenants per Duplin County regulations. Additional features may include:

- Buildings to be constructed with an expandable endwall for future growth,
- 10' perimeter concrete slab x 6" thick
- Two (2) At-grade doors 14' x 14' full vertical, sectional insulated door
- Hollow metal personnel doors
- Front entry consisting of storefront glass, pair of 3080 glass doors, with 2' transom
- Canopy
- Windows for natural lighting at building perimeter
- Basic electrical service, lighting with occupancy sensors
- Ventilation
- Vapor Barrier

- Stone Base, 4" thick over granular fill
- Exterior concrete at entrance, door pad
- Asphalt parking area for office
- Drives, apron and drainage
- Insulation of walls and ceiling, premium insulation
- All walls and ceiling covered with metal
- Landscaping to meet AirPark Business and Industrial Center & Duplin County Airport minimum design standards

## 1.2 Purpose of the RFQ

**1.2.1** Selection of the Design-Builder will be by Qualifications-Based Selection (QBS) beginning with the review of this RFQ submittal. Factors and/or criteria to be used in the evaluation of this RFQ are listed and described in this document. Duplin County will adhere to the weightings specified for each evaluation factor stated. These selections are made solely as judged by the Duplin County Selection Committee.

**1.2.2** In selecting a firm, Duplin County will emphasize the experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms that have depths of knowledge and resources for this type facility design, general contracting, scheduling, contract coordination and compliance, budget control, and design experience in this building type, as well as familiarity with laws, ordinances, and codes applicable to this project.

**1.2.3** Duplin County will evaluate, as an important selection criterion, the ability of firms to place quality personnel on this job ready to work within an effective timeframe.

### 1.2.4 Disadvantaged, Minority and Women's, and Historically Underutilized Business Participation

It is the policy of Duplin County to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. County policy requires minimum Disadvantaged Business Enterprise/Minority Businesses/Historically Underutilized Business participation of 10% of the total project cost or demonstrated good faith efforts of participation.

The Design-Build Team shall utilize State of North Carolina approved MBE/WBE/DBE Contractors for all MBE/WBE subcontract work. For a directory of approved firms: <https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new>

At a minimum, the submitter shall either establish or certify that they will do the work for this contract with its own forces (no subcontracting), or the Bidder shall make a good faith effort to recruit and select minority owned businesses among the bidder's subcontractors.

**1.2.5** It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and

review their submittal for accuracy before submitting qualifications. Once submission deadlines have passed, all submissions will be final. Duplin County 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. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. **The submitters shall indicate on the first page of the submittal which firm/company is the lead Design-Builder, sub-contractors to be utilized, and qualifying DBE or minority firms, if utilized.**

**1.2.6** It is the intention of Duplin County to make every effort to be fair and equitable in evaluation and selection of the best candidate. Duplin County reserves the right to select or reject any and all submissions in its best interest and also reserves the right to re-solicit, waive all informalities not involving price, time, or change in the work, and to negotiate contract terms with the apparent successful candidate.

### **1.3 Project Scope, Delivery, and Objectives**

**1.3.1** The delivery method for this project will be **Design-Build**. There will ultimately be a single contract from Duplin County with a lead Design-Builder who will be expected to fulfill the terms of the contract through delivery of facilities that satisfy all Project requirements. Duplin County chose the Design-Build delivery method specifically to give them a single point of responsibility on the part of the Design-Builder for every design service and construction need. Moreover, the Design-Build delivery method is expected to allow concurrent design and construction activities. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural, design, and construction services) shall act in the best interests of Duplin County. At all times and stages, the Design-Builder shall use their best efforts to perform the project activities in an expeditious and cost-effective manner consistent with the Project requirements, time constraints, and budget. The lead Design-Builder shall hold all design professionals, testing services, trade contractors, and trade supplier contracts. The Design-Builder shall develop an overall project schedule, which will be a contractual obligation. In addition, the lead Design-Builder will be responsible for methods of construction and safety, as well as for the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

**1.3.2** Funding. The successful Design-Build team will be expected to provide reports, preliminary plans and other related documents to assist Duplin County in meeting the obligations of any and all grant and funding sources.

**1.3.3** The construction for Duplin County's project shall be developed having a final completion date no later than December 5<sup>th</sup>, 2025.

### **1.4 Request for Qualifications (RFQ)**

**1.4.1.** The RFQ selection process will produce a preliminary ranking list for Design-Build candidates. Duplin County reserves the right to ask the highest-ranking teams to interview with the Duplin County Selection Committee. If interviews are conducted, Duplin County may then create a final ranking of Design-Builders based upon the interview results, in conjunction with their previously submitted written responses.

1.4.2. No formal design competition will be included.

1.4.3. Once the single Design-Builder is determined, they will be responsible for pricing and value-engineering issues. Prior to contracting, Duplin County will ask the Design-Builder to commit to a Lump Sum price for all its design and construction services.

1.4.4. The final Design-Build Contract will be a lump sum contract using a contract provided by or approved by the Duplin County Attorney. The Duplin County Board of Commissioners must approve the final Design-Build Contract before proceeding with the Project. Any unused contingency will be retained by Duplin County.

1.4.5. Duplin 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 Duplin County to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

1.5 Project Assumptions

1.5.1. Duplin County does not desire to enter into "joint-venture" agreements with multiple firms. At the same time, Duplin County recognizes that the Design-Build delivery method often involves partnerships between or among firms to combine design and construction management capabilities. In the event that two or more firms desire to establish a joint venture, it is expected that one firm shall become the lead Design-Build firm for the purpose of contract execution, with the remaining firms being consultants to them. Duplin County shall contract with the lead Design-Build firm only.

1.5.2. Duplin County 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 and collaboration among professional construction services providers is of utmost importance.**

1.5.3. The Design-Builder will employ the Architect of Record (AOR) and/or Engineer of Record (EOR). These professionals must personally ensure the integrity of all extensions of the design and ensure that all equipment and materials meet the design criteria requirements. Ensuring compliance with this condition shall be the lead Design-Builder's function and not that of Duplin County.

1.5.4. 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. The Design-Builder will provide guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate.

1.6 Definitions of Terms

1.6.1. 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.

**1.6.2.** 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.

**1.6.3.** 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.

**1.6.4.** Whenever the terms "apparent successful" or "top-ranked" or "highest ranking" firm 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 Duplin County in accordance with the RFQ. The selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.

**1.6.5.** Whenever the term "submittal" is used in the RFQ, the reference is to the response and the Statement of Qualifications offered by a firm in accordance with the RFQ. The submittal responds only to the RFQ.

**1.6.6.** Whenever the term "Selection Committee" is used in the RFQ, the reference is to Duplin County's representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

**1.6.7.** "Design-Build" refers to the construction project delivery method in which, among other things, Duplin County 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.

**1.6.8.** "Lead Design-Builder" refers to the design-build team member that will contract with Duplin County for all work and holds all responsibility of project success, performance, and completion.

**1.6.9.** "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 method, the Design Professional is an integral part of the Design-Builder team. These entities also operate under legal definitions of the State of North Carolina with statutory liability and responsibility.

**1.6.10.** "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 facilities operate and function in accordance with Duplin County's documented project requirements and the construction documents.

**1.6.11.** "Commissioning Provider" refers to the entity or person providing building commissioning services for a project.



**1.6.12.** "Duplin County" refers to the Duplin County Board of Commissioners and authorized representatives working on their behalf.

**1.6.13.** "Project Requirements" is a written document that details the functional requirements of a project and the expectations of how it will be used and operated.

**1.6.14.** "Qualifications Submittal" and "Initial Written Submittal" both refer to a firm's response to the RFQ.

**1.6.15.** "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 (Duplin County) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

**1.6.16.** "Firm" shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

## **2 GENERAL INSTRUCTIONS**

### **2.1 Selection Process for the RFQ**

**2.1.1. Request for Qualifications:** This document is a Request for Qualifications (RFQ). All interested Design-Build parties shall respond to this document in the appropriate format and required quantity.

**2.1.2. Qualification Selection Committee:** The review of RFQ submittals will be by a Selection Committee comprising representatives of Duplin County. Questions should be submitted in writing to Scotty Summerlin via email: [scott.summerlin@duplincountync.com](mailto:scott.summerlin@duplincountync.com).

#### **2.1.3. Design-Build Qualifying Process for the RFQ**

Written Submittal (RFQ Submittal): The Selection Committee will receive and review statements of qualifications and performance data in response to this RFQ. The Selection Committee will evaluate all firms first against a set of criteria, provided in **Section 3** below, to determine those firms most qualified and suited for this particular project. The Selection Committee will create a list of no less than three (3) Design-Build teams who may be interviewed by Duplin County. After the completion of interviews (if required), a Design-Build team will be selected, and negotiations of fees will begin. If the selected Design-Build team and Duplin County do not come to an agreement, Duplin County reserves the right to enter negotiations with the next highest-ranking Design-Build team.

**2.1.4 Substituting Key Personnel.** After contract award, the Design-Builder can only substitute key personnel (contractors, subcontractors, and design professionals identified in the Design-Builder's response

to the RFQ) after obtaining written approval from the unit.

**2.2 Project Schedule**

The following Project Schedule represents Duplin County's best estimate of the schedule that will be followed. Duplin County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Project Schedule shall be provided to all recipients on record of this RFQ.

<b>Action Item:</b>	<b>Date</b>	<b>Time</b>
<b>Invitation to Provide Statement of Qualifications (RFQ Published).</b>	<b>September 3, 2024</b>	
<b>Deadline for potential firms to provide written questions on RFQ.</b>	<b>September 16, 2024</b>	<b>5:00PM</b>
<b>Deadline for all firms to submit Statement of Qualifications (must be mailed or hand delivered).</b>	<b>September 27, 2024</b>	<b>5:00PM</b>
<b>Complete evaluations and contacts short list for follow-up questions and/or interviews.</b>	<b>October 4, 2024</b>	
<b>Complete follow-up contacts and interviews with short list firms.</b>	<b>October 18, 2024</b>	
<b>Notify selected Design-Build firm and begin contract negotiations.</b>	<b>November 12, 2024</b>	
<b>Finalize contract negotiations with selected firm.</b>	<b>November 25, 2024</b>	
<b>Award of Contract</b>	<b>December 2, 2024</b>	
<b>Notice to Proceed</b>	<b>December 3, 2024</b>	
<b>Project Closeout and Completion</b>	<b>December 5, 2025</b>	

**3 RFQ SUBMITTAL QUALIFICATIONS SUBMISSION FORMAT AND REQUIREMENTS**

**3.1 Physical Submittal:** One (1) original and one (1) electronic copy of the information shall be submitted. Each submittal shall be identical in content. Submitters shall follow in their responses the sequence of the Initial Written Submittal outlined here. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and Duplin County does not accept liability for any such costs. All qualifications, including attachments, supplemental materials, sketches, and the like shall become the property of Duplin County and will not be returned to the candidate.

**3.1.1.** The pages of the qualification submittals must be numbered consecutively. A table of contents must be included as well to identify each section. If more than one item in the table of contents can be started

on the same page, you may do so and place all corresponding tabs on that page. Any affidavits, certifications, or signed statements called for are to be included in an Appendix. Submittals are not limited in page quantity. Duplin County aims to limit the cost that submitters incur to respond to this solicitation. Therefore, submitters are encouraged to be brief and concise in responses. Thick volumes of background and general marketing material are not desired. A firm should highlight instead its responsiveness to the evaluation criteria. If there are multiple firms proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

**3.1.2.** Submittals of qualifications will be accepted until the time and date shown in the Project Schedule (Section 2.2). **This is a firm deadline.** Duplin County is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

**3.1.3.** Firms should deliver their submittals. The name and address of the firm should appear on the outside of the submittal, and the package should reference the project:

**"RFQ for TWO (2) 50,000SF SHELL BUILDINGS PROJECT"**

**3.1.4.** Submit qualifications document to the following address:

**Duplin County Economic Development Commission**  
Attn: Scotty Summerlin  
[scott.summerlin@duplincountync.com](mailto:scott.summerlin@duplincountync.com)  
260 Airport Road  
Kenansville, NC 28349

**3.1.5.** All questions that have been submitted in writing before the deadline will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ is the time and date shown in the Project Schedule (Section 2.2). Answers will be distributed by email to the contact person of the firms that have made their interest in the project known or who have been invited to participate.

**3.2** Criteria for Selection & Weighting of Qualifications

Evaluative Criteria - The Selection Committee will evaluate the submittals uniformly based upon the criteria listed in the table below. Duplin County has listed each major category of selection criteria below. The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the firm.

*Criteria for Selection & Weighting of Qualifications continued.*

General Information about the Team/Firm and Statement of Interest	5%
Relevant Project Experience of the Builder based upon Projects Completed	25%
Team Experience and Qualifications	25%
Project Approach, Understanding, and Management	15%
Proposed Schedule and Demonstrated Ability to Complete Project Timely	30%

### 3.3 Submittal Contents

The qualification submittal must contain the following information in the following order:

#### 3.3.1 Statement of Interest

#### 3.3.2 General Information of all participating companies/firms:

- a. Company/Firm name, Physical address, Mailing address & zip code, Email address & name of primary contact at each company/firm, Main telephone number and direct telephone number for contacts, Number of years in business for each company/firm.
- b. General description of participating firm(s)
- c. ***Provide a list of the licensed design professionals whom the Design-Build Team proposes to use for the project's design and construction.***
- d. Form of firm ownership, including state of residency or incorporation: Is the firm a sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture, or other structure?
- e. Succinctly describe the history and growth of your firm(s) and any past or current experience with the Design-Build team being purposed (if any).
- f. Regarding business dealings with contractors, and other construction-related entities, etc.; describe previous, pending, or active litigation. 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 is item will be grounds for elimination from the competition.**
- g. Has the firm ever failed to complete work awarded to it or has it been removed from any project awarded to the firm? Explain.

#### 3.3.3 Relevant Project Experience of the DESIGN-BUILDER:

Relevant project experience refers especially to buildings comparable to this project in relevant ways. Describe no fewer than three projects in order of most relevant to least relevant that demonstrate the firm's capabilities to provide design-build services on the project at hand. For each project, the following information should be provided:

- a. Project name
- b. Project location

- c. Dates during which services were performed
- d. Physical description (e.g., square footage, site area)
- e. Final project cost
- f. Brief description of project
- g. Services performed
- h. References pertaining to past or current projects

**3.3.4 Experience and Qualifications of the DESIGN-BUILD TEAM:**

- a. Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer, project manager, and construction manager, should be identified and available for interview if the firm is short listed.
- b. Provide a statement that all professional sub-consultants were chosen based upon qualifications and not solely based upon price.
- c. Briefly describe each team member's role on this project.
- d. Provide "team" experience working together on similar projects
- e. Explain your understanding of, and experience with, the Design-Build Delivery Method.
- f. Provide information regarding teaming history and working relationship between the Design-Build contractor and the Design-Build consulting engineering firm.

**3.3.5 Project Understanding, Approach & Project Management**

- a. Describe understanding of the project.
- b. Identify and discuss any potential problems noted in past design-build projects
- c. Identify and briefly discuss methods used to mitigate those problems.
- a. Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors. Discuss access and capacity of the sub-contractors and subcontractors' history with your firm and their qualifications.
- d. Provide schedule; identify and discuss ideas to accelerate the overall schedule.
- e. Describe approach to coordination with vendors for startup, training, and warranty compliance.
- f. Describe your approach to change orders.
- g. Describe your planning, scheduling, estimating, and construction management tools.
- h. Describe your quality control plan and dispute resolution.

**3.3.6 Proposed Project Schedule based off an award date of December 2<sup>nd</sup>, 2024.**

**3.3.7 Minimum Criteria**

**Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified.** All documentation required to prove the firm meets the minimum criteria stated below should be included in the Appendix of the firm's submittal.

- 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.**
- 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.**

- Lead Design-Build firm MUST agree to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish Duplin County with certificates of insurance for each type of insurance described herein, with Duplin County listed as Certificate Holder and as an additional insured on the Contractor's general liability and auto liability policies and provide a waiver of subrogation on the Contractor's workers' compensation policy. In the event of bodily injury or property damage loss caused by Contractor's negligent acts or omissions in connection with Contractor's services performed under this Agreement, the Contractor's Liability insurance shall be primary with respect to any other insurance which may be available to Duplin County, regardless of how the "Other Insurance" provisions may read. In the event of cancellation, substantial changes or nonrenewal, the Contractor and Contractor's insurance carrier shall give Duplin County at least thirty (30) days prior written notice. No work shall be performed until the Contractor has furnished to Duplin County the above referenced certificates of insurance and associated endorsements, in a form suitable to Duplin County. Upon request, the Contractor shall provide Duplin County copies of their insurance policies.

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$500,000 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 \$1 million per claim. (Duplin County reserves the right to negotiate different limits and coverage in the final contract.)

**In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must create, officially sign, and place in its submittal a signed statement that contains the following declarations** (This document may be part of the Appendix):

- *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.*
- *We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.*
- *We certify that our firm will have and maintain liability insurance coverage for a total of \$1 million/occurrence & \$2 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.*
- *We certify that we will have coverage for errors and omissions by all Designer(s) of Record of not less than \$1 million per claim.*

### **3.4 Additional Conditions**

**3.4.1** The Selection Committee will endeavor to shortlist only firms that are fully capable and qualified to perform the current project. Upon completion of the review of RFQ submittals, the Selection Committee will rank no less than three (3) firms for further consideration. Duplin County reserves the right to schedule interviews if necessary for final selection.

**3.4.2** Costs to Prepare Responses: Duplin County assumes no responsibility or obligation to the firm and will make no payment for any costs associated with the preparation or submission of proposals.

**3.4.3** Duplin County reserves the right to check references of proposed personnel on the project team and to request substitutions of personnel if it deems such action is in Duplin County's best interests. Moreover, Duplin County reserves the right to check any reference that it may become aware of in addition to the references provided by the proposer.

**3.4.4** Equal Employment Opportunity: During the performance of this Contract, the Design-Builder agrees as follows: The Design-Builder will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, or other protected category in carrying out the work of the project.

**3.4.5** It is a requirement that the selected firms must operate a drug-free workplace and that it will remain that way throughout the duration of the project.

**[END OF REQUEST FOR QUALIFICATIONS]**

ATTACHMENT 1

Demonstration of Good Faith

DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned submitter has satisfied the subject requirements of the RFQ in the following manner (please check the appropriate space):

\_\_\_\_\_ The submitter is committed to a minimum of 10% DBE utilization on this contract.

\_\_\_\_\_ The submitter (if unable to meet the DBE goal of 10%) is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

Name of submitting firm: \_\_\_\_\_

State Licenses or Registration No. \_\_\_\_\_

By \_\_\_\_\_

(Signature)

Title



**ATTACHMENT 2**  
**LETTER OF INTENT**

Name of submitting firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of DBE firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of work to be performed by DBE firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The submitter is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ \_\_\_\_\_.

**Affirmation**

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By \_\_\_\_\_

(Signature)

(Title)

If the submitter does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)