

GRAHAM COUNTY GOVERNMENT
ROBBINSVILLE, NORTH CAROLINA



APRIL 19, 2024

**REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES**

I. Project

Graham County EMS Base Access Road and Parking Asphalt Paving

II. Goal

Graham County Government requests responses from licensed professional engineering firms interested in being considered to provide engineering services related to the design and construction of asphalt pavement repairs and asphalt paving. The purpose for the solicitation is to secure responses from licensed professional engineering services providers who have prior experience in planning, designing, engineering and construction oversight of asphalt paving projects similar in scale and scope.

Graham County is looking to develop a collaborative team and approach to manage all phases of the project. The team should harness the innovation and talents of all project team members, to eliminate waste and optimize outcomes and efficiency. Graham County is looking for a fully integrated and collaborative project team between the Engineer, Graham County, and the Contractor. The engineering services provider shall be responsible for the performance and coordination of work related to the team members under the contract for the project. These subconsultants may include but are not limited to:

- Architectural/Landscape Design
- Structural Engineering
- Geotechnical Exploration/Investigation
- Construction Administration and Bidding

III. Project Summary

- A. Graham County, otherwise known as the (“Owner”), is seeking qualifications from Engineering Services Providers for the design and construction of asphalt pavement repairs and asphalt paving of the Graham County EMS Base access road, EMS vehicle and LZ operating area, and parking area. The project site is located at 70 West Fort Hill Road, in Robbinsville, NC 28771.
- B. The Engineering Services Provider will be responsible for working with the Owner’s representative to develop plans and specifications for the project. In addition, the Engineering Services Provider will be expected to contribute and attend public presentations and to provide information for updating the project throughout design and construction for the benefit of the public.
- C. The selected Engineering Services Provider’s assigned project staff must be experienced in all phases of the planning, design, and construction of similar asphalt paving projects; have extensive knowledge of the regulations governing the design and construction of asphalt paving in the State of North Carolina; and have a proven capability to complete the project effectively and efficiently consistent with meeting the needs and goals outlined by the Owner.
- D. The Engineering Services Provider under consideration shall specifically address the services required and provide the Owner with a well-considered response for those services. The Owner is looking for a “turnkey” approach, where the Engineering Services Provider will provide the following services (not listed in order of preference):
 - A conceptual plan for the facility, incorporating ADA requirements.
 - Refine existing design looking for efficiency and cost savings.
 - Cost estimating insuring design meets budget.
 - Design Development.
 - Preparation of Construction Documents.
 - Bidding phase assistance, attending pre-bid conference and bid opening, including review and certification of the bids.
 - Construction administration and periodic inspection.
 - Project close-out and warranty assistance; and
 - Other services customarily furnished by an engineer and its consultants on similar projects.

IV. Selection Process & Submission

A. Process

The Engineering Services Provider will be selected by a committee in a fair and uniform manner based in part on appropriate qualifications, experience for this type of project and current workload. The Selection Committee will be comprised of Graham County staff and other representatives that may or may not be directly associated with the project.

Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and will make its selection and provide written recommendations to the County Manager.

Following the County Manager’s review and pursuant to section G.S. 143-64.31. of the North Carolina General Statutes, contract terms, conditions and fees will be negotiated with the selected firm based on demonstrated competence, qualifications, and evaluation criteria for the type of professional services required. In the event contract negotiations prove unsuccessful, the Selection Committee will select the next ranked firm with which to begin contract negotiations.

After contract negotiations are completed, The Graham County Board of Commissioners will be presented with the contract for approval and release for design work to commence.

B. Timeline

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published and Distributed:	4.19.2024
Deadline for Respondent Questions:	5.9.2024 at 5:00 PM
RFQ Package Submission Deadline:	5.16.2024 at 5:00 PM
*Selection Committee meeting to determine short list:	*TBD
Firm Selection / Firm Selection Notification:	5.22.2024

**To be determined.*

C. Submission of RFO Packages

Three hard copies of the proposal shall be submitted to: Project Manager Jason Marino at the Graham County Administrative Offices Building located at 196 Knight Street, Robbinsville, NC 28771 Mailing: 12 N Main Street, and a copy submitted by email to jason.marino@grahamcounty.org
The deadline for RFQ Package submission is 5:00 pm on May 16, 2024.

Graham County Project Manager
 Attention: Mr. Jason Marino
 Graham County Administrative Offices Building
 12 North Main Street (Mailing)
 Robbinsville, North Carolina 28771

Email Address: jason.marino@grahamcounty.org

Submission of a complete response to each of the Evaluation Criteria is required.

Comments: Proposals received after this date and time will be deemed nonresponsive and will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

V. Evaluation Criteria

The following criteria will be the basis on which firms will be selected. To ensure the Committee evaluates each of your responses appropriately, please submit the information numbered and ordered as follows:

1. **Individual or Firm Information:** firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.
2. Please indicate whether your business is a registered **Section 3 or Women-Owned/Minority HUB/Disadvantaged Business Enterprise. (10 points Max)**
3. **Project Understanding and Delivery (25 Points Max.)** Proposed workplan and schedule of activities to be performed.
4. **Past-Performance and Related Experience. (25 Points Max.)** Please list three (3) projects you believe are indicative of what Graham County can expect for its asphalt paving project at the EMS Base:
 - Name of Project
 - Client Contact
5. **Firm Capacity and Capability (20 Points Max.)**
The capacity and capability of the firm to perform the work in question, including specialized services, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules, description of firm's current work activities, and the firm's anticipated availability during the term of the project.
6. **Familiarity with the State Building Codes and Regulations. (20 Points Max.)**

VI. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Graham County when received.
- C. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be submitted by email and directed to: Jason Marino, Graham County Project Manager. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms. The deadline for all inquiries is 5 PM on May 9, 2024.
- D. Graham County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The Owner reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.

- E. The project site is the Graham County EMS Base located at 70 West Fort Hill Road in Robbinsville. To conduct a by request site visit please contact Graham County Project Manager Jason Marino by email at: jason.marino@grahamcounty.org or by phone 828.735.5322.
- F. The County is an Equal Opportunity Employer and encourages proposals from small, minority, and female-owned businesses (M/WBE); historically underutilized businesses (HUB); disadvantaged business enterprise (DBE); and locally owned/operated businesses that provide employment and training opportunities to low-income individuals. The County does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment, for employment.

VII. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this Request for Qualifications will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the Owner will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.