

COUNTY OF GRAHAM  
NORTH CAROLINA

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECT/ENGINEERING SERVICES FOR EXPANSION OF EXISTING COMMERCIAL KITCHEN**

**DATE OF ISSUE: April 19, 2023**

**I. Project**

**Graham County Senior Center Kitchen Expansion**

**II. Goal**

In reference to the CDBG CORONAVIRUS (CDBG-CV) Grant awarded to Graham County, NC, project # 20-V-3514 Graham County Senior Center, Graham County is soliciting Statement of Qualifications from licensed professional architect/engineering (A/E Services) firms for services related to the design and specifications required for the commercial kitchen expansion at the Graham County Senior Center. Professional design services required as part of this contract may include:

- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing Engineering

**III. Project Summary/Scope of Work**

A. Graham County, a North Carolina Local Government, (“Owner”) is seeking qualifications from professional A/E firms for the design of a commercial kitchen expansion including site and building plans and specs for:

- The installation of a 12'x24' prefab metal sided storage building.
- Concrete floor and slabs for approximate 22' x 10' walk in refrigerator/freezer combo
- Mechanical/Electrical and Plumbing specifications as needed for a walk-in refrigerator, freezer, fry pot and storage building.
- All plans and specifications required to take the project to bid.

Additional services include construction bid assistance, construction administration, and project close-out.

The project site is located at 185 West Fort Hill Road, Robbinsville, NC 28771 at the Graham County Senior Center.

C. The A/E will be responsible for working with the County’s Project Manager and Senior Center Director to develop plans and specifications for the Project.

D. The selected A/E staff team must be experienced in all phases of the planning, design, and construction administration of similar public facilities; have knowledge of the regulations governing the design, construction and operation of such facilities in the State of North Carolina; and have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by Graham County.

E. The selected A/E services professional will provide the following services (not listed in order of preference):

- A conceptual plan for the commercial kitchen.
- Schematic Design.
- Cost estimating insuring design meets budget.
- Design Development.
- Preparation of Construction Documents. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
- Participating in the pre-construction conference.
- Construction administration and periodic inspection.
- Project close-out/final inspection.
- Other services customarily furnished by an A/E professional services team

#### **IV. Selection Process & Submission**

##### **A. Process**

The A/E firm 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 is comprised of County staff. 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 Board of County Commissioners will be presented 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:

<b>Anticipated Activity Schedule</b>	<b>Date</b>	<b>Time</b>
RFQ Published and distributed	April 19, 2023	N/A
Deadline for respondent questions	April 28, 2023	5:00 p.m.
Statement of Qualifications deadline	May 3, 2023	5:00 p.m
Notify selected Firm	TBD	

##### **C Submission of Proposal Packages**

Three hard copies of the proposal shall be submitted to: Kim Crisp Interim County Manager at the Graham County Administrative Building located at 196 Knight Street, Robbinsville, NC 28771 Mailing: 12 N Main Street, and a copy submitted by email to Project Manager Jason Marino at [jason.marino@grahamcounty.org](mailto:jason.marino@grahamcounty.org). Submission of a complete response to each of the Evaluation Criteria is required. The deadline for submittals is 5:00 pm on May 3, 2023. *Comments: Proposals received after this date and time will be deemed non-responsive 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 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 expanded commercial kitchen at the Senior Center:
  - 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, within the period of the grant, 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, capability of carrying out all aspects of CDBG-related activities, and 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. 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 County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
- D. Firms must be able to prove non debarment through free registration with the federal System for Award Management (SAM.gov).
- E. This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. A copy of these federal requirements which will become part of the eventual contract can be supplied if needed.

The project site is the Graham County Senior Center located at 185 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](mailto:jason.marino@grahamcounty.org) or by phone 828.735.5322

Statement of Qualifications must include at least one, and no more than three local government references. Statement of Qualifications must be received by no later than 5:00 p.m. on Wednesday, May 3, 2023, at the Graham County Administrative offices located at 196 Knight Street in Robbinsville, NC 28771 Attn: Ms. Kim Crisp, Interim County Manager, as indicated in section “C Submission of Proposal Packages” above.

Respondents may review the CDBG-CV application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by emailing the Graham County (Interim) Finance Officer Ms. Stacy Carpenter at [stacy.carpenter@grahamcounty.org](mailto:stacy.carpenter@grahamcounty.org)

To the greatest extent possible, training / employment opportunities and contracts for work are to be awarded to businesses located in, or owned in substantial part by persons residing in, Graham County. Please note that this does not guarantee actual employment or contracts. For further information, or to request to be added to the County’s list of Section 3 businesses / residents, please contact Stacy Carpenter, (Interim) Finance Officer, Graham County, Mailing: 12 N Main Street Physical: 196 Knight Street, Robbinsville, NC 28771; phone 828-479-7770; TDD: 1-800-735-2962 (Relay Service 711); [stacy.carpenter@grahamcounty.org](mailto:stacy.carpenter@grahamcounty.org)

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 (Section 3). The County does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment, or employment in the CDBG-CV program and activities.

This information is available in Spanish or any other language upon request. Please contact Stacy Carpenter, at 828-479-7970 or at 196 Knight Street, Robbinsville, NC 28771. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Stacy Carpenter at 828-479-7970 o a 196 Knight Street, Robbinsville, NC para obtener ayuda. "

