

REQUEST FOR QUALIFICATIONS



July 21, 2021

Professional Engineering Services For the following project:

A: Emergency Action Plans for the Deep Creek Watershed Program

Introduction

Yadkin County is located in the Yadkin Valley area of the state, just west of the Piedmont Triad area. The county is rural in nature, with four municipalities and a population of approximately 38,000 people.

Project Summary

The Deep Creek Watershed project was started in 1957. Fifteen watershed structures were constructed along North and South Deep Creek in order to reduce downstream flooding. North Carolina requires that all of these structures develop an Emergency Action Plan (EAP). This plan outlines the steps needed in case of an emergency or breach. Yadkin County currently has EAPs developed for all of these structures. These plans do not meet current guidelines. Yadkin County will be updating the current EAPs to meet current standards. All local, state and federal laws, rules and ordinances must be followed during this project.

Issuing Officer / Contact

Questions and requests for clarification regarding this RFQ must be submitted in writing to:

Jason Walker
PO Box 220
217 E. Willow Street
Yadkinville, NC 27055
Email: jwalker@yadkincountync.gov

General Comments

Architectural firms interested in responded to the RFQ must submit a **Letter of Intent** to the Issuing Officer/Contact no later than August 16, 2021. **A Letter of Intent is required in order to be considered.**

The County reserves the right to approve all personnel working on these projects. Key personnel may not be removed, reassigned or replaced without prior approval from the County.

Yadkin County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

Yadkin County will not be responsible for the failure of any email delivery service to deliver a proposal response prior to the due date and time. It is solely the Respondents' responsibility to: 1) ascertain that they have all required and necessary information, documents and addenda prior to submitting a response, 2) ensure that the response is received at the correct location and time (late responses, regardless of delivery means, will not be accepted), and 3) the response is free of errors and complies with the request.

The County reserves the right to reject any and all RFQ submittals or any portions thereof, and to select the RFQ which, in its opinion, is in the best interest of the County. Proposals are not to include price or hourly rates. Price and contract negotiations will begin once the architectural firm(s) selection has been made.

Scope of Services

- Update existing Emergency Action Plans to meet all federal, state and local rules and regulations.

Amendment to the RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be issued **to all professionals who have submitted a Letter of Intent to propose**. The Professional in the proposal must acknowledge all addenda. Additionally, only submitted, written questions may be addressed in addenda; verbal questions and responses are not official and in no way change the requirements of this RFQ. The RFQ may be amended or withdrawn at any time by Yadkin County.

Proposal Requirements

- Corporate background, experience and statement of qualifications;
- Project staffing and organization, including key principal and associate staff; identification of any associate firms and their key principal and associate staff and their responsibilities;

- Identification of Team Project Manager;
- Project Team organizational chart;
- Detailed resumes of the project team members and relevant project experience;
- Minimum five (5) client references from similar projects within the last 5-6 years, including telephone number and email contact information;
- Evidence of understanding the Scope of Work;
- Describe the anticipated project approach, including work plan, proposed meetings, schedule, scope of work and approach to project budget control, including if a third-party cost control consultant will be utilized;
- Describe in detail steps that will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase;
- Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, and issuance of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

Important Dates

- August 16, 2021 by 5:00 pm - Letter of Intent to propose submitted to the County
- September 6, 2021 by 5:00 pm - RFQ submission deadline to the Issuing Officer

Selection Criteria

Yadkin County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references and such other as Yadkin County may use in its sole discretion.

- Specialized, appropriate expertise for the type of project;
- Organizational chart and project team expertise;
- Proposed design approach and innovative design solutions for projects of these types;
- Project quality control plan, including recent experience with cost control, change orders, and maintaining design and construction schedules;
- Current workload of the firm's personnel;
- Record of successfully completed projects without major legal or technical problems.