

REQUEST FOR QUALIFICATIONS



January 26, 2022

RFQ: 2022-001 Professional Architectural Services for the following projects:

A: New Governmental Building

B: Courthouse Renovation for a Sallyport

C. Emergency Medical Outpost Replacements (2)

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

- A. Design a new building for the relocation of the County Tax Office, License Plate Agency and Information Technology (including technology server room), plus a potential second phase for additional governmental offices. The new building will be constructed across Elm Street from the Courthouse for these offices. This project will require demolition of two existing buildings and a structural assessment of their removal on a neighboring building.
- B. The current Courthouse located on State Street in Yadkinville was constructed in 1958 and its exterior design does not contain a safe and secure entrance for the transport/entrance of inmates. This project will convert current offices into a sallyport for secure inmate transfer to the Courthouse and add an elevator for second floor access. Currently, everyone uses the front entrance to the Courthouse. This project may also alter the exterior façade of the Courthouse.

Both properties are owned by Yadkin County and within the Town of Yadkinville's incorporated limits, and as such buildings must comply with Town Ordinances.

- C. Replace two (2) Emergency Medical Services' outposts, one in Jonesville and one in Hamptonville on their existing sites.

Issuing Officer / Contact

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

Lisa L. Hughes, County Manager
PO Box 220
217 E. Willow Street
Yadkinville, NC 27055
Phone: (336) 849-7900
Fax: (336) 849-7920
Email: lhughes@yadkincountync.gov

To avoid confusion and to provide consistency in reporting, this project has been assigned the following identification numbers and titles. Please include them in all correspondence:

- RFQ 2022 - 001A: New Governmental Building
- RFQ 2022 - 001B: Courthouse Renovation for a Sallyport
- RFQ 2022 - 001C: Emergency Medical Outpost Replacements

General Comments

Architectural firms interested in responded to the RFQ shall submit a **Letter of Intent** to the Issuing Officer/Contact no later than **5:00pm** on **February 18, 2022**. Firms may submit responses for any or all of the projects and responses should be labeled accordingly.

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 firm which in its opinion is in the best interest of the County. The County may select separate architectural firms for each project.

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

The Architect shall meet with county management and staff to finalize the building renovation, addition and new building.

The Architect shall provide professional architectural design services to include:

- Schematic design
- Cost estimation
- Design development
- Permit acquisition
- Construction drawings
- Bidding and award services
- Construction administration services
- Project closeout including record drawings
- Other services customarily furnished by an Architect and its consultants on similar projects.

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

- February 9, 2022 by 5:00pm Written submittal of questions about the project(s) for the Letter of Intent
- February 11, 2022 by 5:00pm Answers to questions posted on the County website
- February 18, 2022 by 5:00pm Letter of Intent to propose electronically submitted to the County
- February 21, 2022 by 5:00pm Written submittal of questions about the project(s) for the RFQ
- February 25, 2022 by 5:00pm Answers to questions emailed to the point of contact indicated in the Letter of Intent
- March 11, 2022 by 5:00pm RFQ electronic submission deadline to the Issuing Officer **AND** two (2) hard copies delivered by 5:00pm on March 14, 2022

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.

Please submit your electronic Letter of Intent by 5:00pm on February 18, 2022 to lhughes@yadkincountync.gov.

Please submit your electronic RFQ response by 5:00pm on March 11, 2022 to lhughes@yadkincountync.gov. Then submit two (2) hard copy originals by 5:00pm, March 14, 2022 to the County Offices attention Lisa Hughes.