

# REQUEST FOR QUALIFICATIONS



**January 25, 2024**

## **RFQ: 2024-001 Professional Structural Engineering Services for the following project:**

### **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 Yadkin County Detention Center was built in 2012 and opened in 2013. The building has cracks in the cement floors and block walls. This request is for an evaluation by a professional structural engineer of the building's structure and any repair recommendations. Exhibit A contains pictures of some of the cracks.

### **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](mailto:lhughes@yadkincountync.gov)

To avoid confusion and to provide consistency in reporting, this project has been assigned the following identification number and title: **RFQ 2024-001, Professional Structural Engineering Services**. Please include it in all correspondence.

### **General Comments**

Professional Structural Engineering firms interested in responding to the RFQ shall submit a **Letter of Intent** to the Issuing Officer/Contact no later than **5:00pm on February 2, 2024**.

The County reserves the right to approve all personnel working on this project. 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.

Proposals are not to include price or hourly rates. Hourly rates or pricing may be included in a separate sealed envelope as they may not be included in the consideration of qualifications or selection of an engineering firm. Contract negotiations will begin once the Engineering firm selection has been made.

### **Scope of Services**

The selected professional structural engineering firm will assess the structure of the Yadkin County Detention Center and make any recommendations necessary.

### **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
- Detailed resumes of the project team member(s) 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

### **Important Dates**

- February 2, 2024 by 5:00pm Letter of Intent due
- February 9, 2024 by 5:00pm All written questions about the RFQ are due
- February 16, 2024 by 5:00pm Answers to all written questions are emailed to the point of contact included in the Letter of Intent and posted on the County's website
- February 23, 2024 by 5:00pm RFQ electronic or hard copy submission deadline to the Issuing Officer by 5:00pm

### **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
- Current workload of the firm's personnel

**Please submit your electronic Letter of Intent by 5:00pm on February 2, 2024 to [lhughes@yadkincountync.gov](mailto:lhughes@yadkincountync.gov).**

**Please submit your electronic RFQ response by 5:00pm on February 23, 2024 to [lhughes@yadkincountync.gov](mailto:lhughes@yadkincountync.gov).**

**EXHIBIT A**





