

REQUEST FOR QUALIFICATIONS



September 9, 2024

RFQ: FY2025-1: Architectural and Engineering (A&E) Design Services for Yadkin County Emergency Communications Center

Introduction

Yadkin County is situated in the picturesque Yadkin Valley region of North Carolina, just west of the Piedmont Triad area. Known for its rural charm, the county encompasses four municipalities and is home to a population of approximately 38,000 residents. The County's commitment to enhancing public safety and emergency response capabilities is reflected in its decision to establish a new state-of-the-art Emergency Communication Center (ECC).

General Information

Yadkin County seeks qualifications from architectural and engineering (A&E) firms to provide comprehensive design services for the construction of a new Emergency Communications Center (ECC). The project will involve designing various aspects of the facility, ensuring compliance with local, state, and federal regulations, and providing oversight throughout the construction process. Funding for the ECC will be through a grant from the NC 9-1-1 Board.

The project involves the design and construction of an ECC in Yadkin County. The new ECC will be located in the Yadkin County Sheriff's Office at 201 East Cherry Street, on the 3rd floor of an unused shell space. The facility will incorporate state-of-the-art technology and infrastructure to support emergency communication services. The scope includes, but is not limited to, the following:

- Room design with a raised floor system.
- Electrical design incorporating R56 grounding and an underfloor grid.
- Grounding system design to support rooftop antenna and antenna support structures per Motorola R-56 and NFPA 780.
- Mechanical design.
- Acoustical design for ceilings.
- Security and hardening design, including entry systems and ballistic windows.
- Fire suppression system improvements.
- Smart blind system installation.
- Network cabling with Cat6e cables.
- Emergency power systems.
- Include the design of the conduit to facilitate the routing of antenna cables to the roof.

Issuing Officer / Contact

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

Brock Hall, Assistant County Manager
 PO Box 220
 217 E. Willow Street
 Yadkinville, NC 27055
 Phone: (336) 849-7900
 Fax: (336) 849-7920
 Email: jbhall@yadkincountync.gov

To avoid confusion, please include following identification number and title in all correspondence:

RFQ: FY2025-1 Architectural and Engineering (A&E) Design Services for Yadkin County Emergency Communications Center

General Comments

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

Scope of Services

The purpose of this request for qualifications is to identify a vendor to perform Architectural and Engineering (A&E) Design Services for the construction of a new ECC to be constructed in existing shell space within the existing Yadkin County Sheriff's Office.

The selected firm will be required to provide a range of services throughout the project, including but not limited to:

General Responsibilities

- Participation in project leadership and coordination.
- Regular meetings with the Project Manager and other stakeholders.
- Development and maintenance of project schedules and logs.
- Establishment of project protocols and document control systems.

Stage 1: Pre-Design

- Review the project budget and schedule.
- Familiarize with existing documentation and project history.
- Assess existing facilities and space needs.

Stage 2: Programming and Schematic Design

- Develop up to three design schemes for review.
- Provide schematic cost estimates and a detailed cost estimate for the preferred design.
- Prepare a total project budget.

Stage 3: Design Development

- Develop the preferred design option.
- Provide an updated cost estimate.
- Submit design development documents for review and comment.

Stage 4: Construction Documents

- Prepare complete construction documents, including plans and specifications.

- Provide a final cost estimate.

Stage 5: Bidding Assistance

- Conduct pre-bid meetings with potential bidders.
- Prepare addenda and respond to bidder inquiries.
- Assist with bid evaluations and recommendations.

Stage 6: Construction Administration

- Attend preconstruction meetings.
- Review product submittals and shop drawings.
- Maintain logs and field reports.
- Assist with LEED documentation, if applicable.
- Review contractor applications for payment and progress.
- Coordinate punch list walk-throughs and issue completion certificates.

Stage 7: Close-Out/Warranty Phase

- Review close-out materials, including warranties and O&M manuals.
- Assist with final payments and lien releases.
- Address warranty items and call-backs.

All documentation should be submitted in a sealed envelope. Cost estimates shall be sealed in a separate envelope apart from the qualifications.

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
- 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

- Estimated project timeline

Selection Criteria

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

- Specialized, appropriate expertise for the type of project
- Current workload of the firm's personnel

Please submit your questions by 5:00pm on September 20, 2024 to jbhall@yadkincountync.gov. Then submit one (1) hard copy original by 5:00pm, October 4, 2024 to the County Offices attention Brock Hall.

A site walkthrough will be held on September 17, 2024 at 10 am. Please contact the issuing officer for details if you plan to attend.