



# **Request for Qualifications**

**For**

**Architectural Consulting and Design Services**

**For**

**An Expansion of the  
Iredell County Animal Services Complex**

**19-532-RFQ-01**

**Submission Deadline**

**4:00 PM Monday, April 15, 2019**

## **I. Project**

Design services for building expansion of the Iredell County Animal Services Building

## **II. Project Summary**

Iredell County is seeking statements of qualifications from professional firms that are experienced in design services of program and building expansions of animal services and large kennel complexes and buildings. The project site is located at 430 Bristol Drive, Statesville, NC 28677.

The project scope will include evaluating current and future program and space needs, providing design of expansions, developing budget figures, etc., for the Iredell County Animal Services Building.

Written questions, by email, regarding this Request for Qualifications will be accepted through 12:00 Noon April 4, 2019 and should be directed to Dean A. Lail, Purchase and Contracts Manager, [dlail@co.iredell.nc.us](mailto:dlail@co.iredell.nc.us). Contact with any other county official during the RFQ process is potential grounds for disqualification.

Question received by the deadline will be answered by addendum and sent to all known document recipients.

## **III. Request**

The intent of this Request for Qualifications (RFQ) is to have professional architectural firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful architectural design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

Working with the Animal Control Director and County's Project Manager, the architectural firm will be asked to provide services including:

- Evaluate program needs for expansion while maintaining regulatory compliance.
- Evaluate HVAC needs – current facility has a geothermal heating system in place
- Evaluate existing facility for expansion options.
- Provide concept designs for expansion of kennel space, Intake, surgery and adoptions.
- Provide cost estimates and construction timelines for budgeting purposes, including recommending phasing options to spread project over multiple budget years if necessary.
- Assist County Staff with, and during, presentation of work product and estimates to the County Board of Commissioners

**IV. Firm Qualifications**

The selected architectural firm’s assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities; have extensive knowledge of the regulations governing the design and construction in the State of North Carolina; and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Iredell County.

**V. Responses shall include, but are not limited to the following information:**

- Firm background, related experience and technical expertise.
- Identify staff and any specialty consultants who will work on the project.
- Provide five (5) client references with project completed, including name, phone number and email of reference contact.
- Provide three (3) general contractor references with whom you have completed projects, including name, phone number and email of reference contact.
- Past Performance: Provide supporting materials such as drawings, photographs, and/or brochures of similar projects done by the firm.
- Describe any litigation or arbitration within the last five (5) years and the outcome.
- Note any conflicts of interest.
- Provide estimated length of time to complete each project task, (space needs study, conceptual design, etc.)

**VI. Project Timeline**

The proposed key activities and milestone dates for the project include:

| <u>Activity</u>  | <u>Milestone Date</u> |
|--|-----------------------|
| • RFQ Published and Distributed                        | 3-26-2019             |
| • Deadline for Respondent Questions                    | 4-4-2019              |
| • Proposal Submission Deadline                         | 4-15-2019             |
| • Firm interviews and site visits, if needed           | TBD - 2019            |
| • Recommendation to County Manager for approval        | TBD -2019             |
| • Selected Firm Notification and Contract Negotiation  | TBD -2019             |
| • Project Presentation to Department                   | 09-XX-2019            |
| • Final Project Presentation to Board of Commissioners | 11-XX-2019            |

## **VII. Submission of Proposal Packages**

Qualifications Submittals shall include:

- A) One (1) complete qualifications package in hardcopy, 8 1/2" x 11", side bound with Table of Contents and reference tabs for key sections. Submittals shall not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (\*\*Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

**AND**

- B) One (1) electronic copy on USB Drive or DVD/CD.

To be considered, submissions must be received at the following address no later than 4:00 PM Monday, April 15, 2019:

If delivered in person or by FedEx/UPS:

Iredell County  
Attn: Dean Lail, Purchasing Agent & Contracts Manager  
200 South Center Street  
Statesville, North Carolina, 28677

If by USPS:

Iredell County  
Attn: Dean Lail, Purchasing Agent & Contracts Manager  
PO Box 788  
Statesville, North Carolina, 28687

## **XIII. Selection Process**

- A. Iredell County will appoint a panel whose responsibilities will include performing evaluations of each SOQ. The Evaluations Panel will focus on identifying relative strengths, weaknesses, deficiencies and risks associated with each SOQ.
- B. Iredell County intends to select the most qualified firm(s) on the basis of best overall SOQ that, in its sole opinion, is most advantageous to the County.
- C. Selection may be based solely on the individual merits of one Qualifications Statement package and references depending on the findings and opinion of the Evaluation Panel. The ranking of proposals and recommendation of a firm is the sole responsibility of the evaluation panel. However, the Evaluations Panel may choose to interview and hold site visits with one or more selected candidates before finalizing its recommendation.
- D. Notification: Firms who submit SOQs will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of the Iredell County Manager.

- E. County Manager Approval and Contract Execution: The Evaluation Panel's recommendation of the Committee's highest rated Consultant will be presented to the County Manager for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with an alternate firm.
- F. Iredell County reserves the right to cancel this RFQ at any time, elect not to proceed with any of the respondents, modify the scope of the work, re-solicit RFQs or choose not to award for any reason.

**XI. General Conditions of the Request for Qualifications**

- A. Any and all 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 Iredell County when received.
- C. Any questions regarding the RFQ should be submitted by email and directed to the Iredell County Purchasing Agent and Contracts Manager, Dean Lail, [dlail@co.iredell.nc.us](mailto:dlail@co.iredell.nc.us). If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms by addendum. The deadline for all inquiries is 12:00 noon on Thursday March 12, 2019.
- D. Iredell County reserves the right to accept or reject any and all responses received in response to this Request for Qualifications and to cancel the process at any time. 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.

**XII. CONFIDENTIALITY OF DOCUMENTS**

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications become public records when received and are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Iredell County will withhold or redact documents or information designated "confidential trade secret" that meet these requirements from public disclosure to the extent that it is entitled or required to do so by applicable law.

No submission is to be marked "confidential" or "trade secret" in its entirety.