



# CHATHAM COUNTY REQUEST FOR QUALIFICATIONS Engineering Design Services Chatham County EMS Station - North

## Project Description

Chatham County is requesting statements of qualifications for Engineering Design services for site design and construction of a pre-engineered metal building to be used as an EMS Station in Pittsboro, NC. The project will consist of site design (including utilities), meeting permitting, easement, and right-of-way requirements, and oversight of site clearing and grading operations. In addition, the selected Engineer Firm will be used for project management in the processes of competitively bidding and managing the procurement/installation/construction of a turn-key pre-engineered metal building package to function as an Emergency Medical Services base.

The existing site is located in the northern part of the county near the Briar Chapel community (Parcel 62221; 9251 US 15-501 N, Pittsboro, NC 27312) and contains a relatively large slope that will require a fair amount of excavation to accommodate a workable building site. County water service is available, but sewer may either be via Briar Chapel/Newland Communities or a septic system.

This announcement and attachments can be found on the County's "Bid Opportunity" webpage at <http://www.chathamnc.org/business/current-bid-proposal-opportunities>. Any addendum issued will be posted here as well.

## Scope of Work

1. Professional Services Required
  - Engineering Design services resulting in biddable/buildable design documents
  - Project management and oversight of bid phase and construction/installation of pre-engineered metal building
  
2. Schedule of Selection Process

RFQ Notice for Engineering	Thursday, February 14, 2019
Questions deadline requiring response	Thursday, March 7, 2019 by 12::00 Noon
Submittal deadline for qualifications	Thursday, March 14, 2019 5:00 PM
  
3. Selection Criteria & Format of Proposal

The following criteria will be used in evaluating the Statement of Qualifications for making the selection. The submittal should address the broad categories in **bold type**. The detailed items listed under each category are of particular interest to the Owner and should also be addressed as part of the evaluation criteria, but are not intended to be all-inclusive or limit the submittal.

  - a. **Expertise in civil site and utility design:**
    - i. List examples of projects completed.
  - b. **Past performance on similar work:**

- i. List any projects completed with similar scope.
    - ii. Note any experience incorporating pre-engineered metal buildings with the site development.
  - c. **Adequate staff and team for assignment to this project:**
    - i. Project team with resumes.
    - ii. Availability and projected workload of project team.
- 4. Submittal Content Requirements

Responses submitted should be concise and address the objectives requested by the County. All respondents to the request for qualifications shall address the following, as a minimum, and should conform to the numbering system used below (**submittals to be a maximum of 10 single-sided or 5 double-sided pages**):

  - a. Letter of transmittal, identifying contact person.
  - b. Statement substantiating firm's understanding of project objectives and task assignments.
  - c. Listing of previously noted **bold** and detail information from section 3 above.
  - f. Provide three (3) client references.
  - g. Provide a schedule of professional fee rates as Attachment 1.
  - h. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project.
  - i. Attach any other supporting material to your response.

#### Questions

Questions regarding the RFQ must be submitted in writing either via e-mail to Robin James, Chatham County Procurement Manager, at [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org) or by fax to 919-545-2417. All questions requiring additional information will be responded to in an addendum. The deadline for questions is **Thursday, March 7, 2019 at 12:00 PM NOON.**

#### Proposal Instructions

1. Deadline and Number of Submittals: Architects must submit four (4) written bound responses and one electronic copy by 5:00 pm EST on Thursday, March 14, 2019. Written responses must be delivered to Purchasing, Attn: Robin S. James, Chatham County Finance Office, 12 East Street, P.O. Box 608, Pittsboro, NC 27312. The electronic copy should be submitted in .PDF format included in the submittal on electronic media or e-mailed to [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org). Both the written and electronic copies must be received by the deadline above. Responses received after this time will not be accepted.
2. Withdrawal of Proposals: Proposing vendors may withdraw their proposals any time before the deadline for submission on **Thursday, March 14, 2019,** but the withdrawal must be submitted in writing and signed by the proposing vendor.
3. Inquiries and Corrections: All inquiries relating to this request should be in writing and addressed to:  
Robin S. James, Procurement Manager  
Chatham County Finance Office  
PO Box 608  
Pittsboro, NC 27312  
919-545-2417 (fax)  
[purchasing@chathamnc.org](mailto:purchasing@chathamnc.org)

4. Discrepancies and omissions: If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James. Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made prior to the 12:00 Noon questions deadline on March 07, 2019. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.
5. Vendor Certification: The submission of proposal shall be deemed a representation and certification that the proposing vendor:
  - Has carefully read and fully understands the Information provided by Chatham County in this RFQ;
  - Is financially solvent and as the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
  - Represents that all of the information contained in the submitted proposal is true and correct;
  - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposals;
  - Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
  - Acknowledges that any proposal cannot be modified after its submission for any reason.
6. Late Proposals: Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method other than detailed in item #1 above.. The sender must allow ample delivery time for the selected shipment or transmission methods.
7. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

Additional County Conditions:

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Chatham County Board of Commissioners.
- Chatham County is not obligated to enter into any contract as a result of the RFQ.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- Only one proposal will be awarded as the result of the RFQ.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.

- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none or all of the proposing company.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- The proposer shall complete and sign the Vendor Information & Signature Form.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Board of Commissioners or County Manager and authorized representatives of the vendor.
- Chatham County will follow all applicable local, state, and federal procurement requirements when expending federal funds and require all contractors to comply in full.
- Chatham County purchase order Terms and Conditions as application can be viewed at: <https://www.chathamnc.org/government/departments-programs/county-manager-finance-office/finance/purchasing>.

Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.