

REQUEST FOR QUALIFICATIONS

Architectural/Engineering Services

Description of Projects: The Alleghany County Board of Commissioners, Alleghany County, NC, is soliciting Requests for Qualifications for Architectural/Engineering Services. The proposed projects include the following:

- The Design and Contract Administration for the demolition of an existing addition to the facility and the construction of a new entrance way and office front for the facility located at 90 South Main Street in Sparta, NC.
- To conduct a facility study of the existing Courthouse located at 12 N Main Street in Sparta, NC to determine specific needs and potential improvements to the existing structure.

Applicants should have extensive design knowledge and abilities, considerable construction management and detailed facility study experience when submitting the information. Any design work should be in keeping with the building traditions to Alleghany County.

Alleghany County may select a single firm for both projects or may choose to select separate firms for each project or make no selection at all. If a firm(s) is selected, the firm will be employed by the Alleghany County Board of Commissioners and will work in conjunction with the County Manager or his designee.

For the purpose of this Request for Qualifications, Alleghany County is the owner and user of the subject buildings identified.

Each response is to provide information which will allow evaluation of the following.

- A. Past Performance.
- B. Qualifications of professional personnel proposed for the project.
- C. Demonstrated ability to meet time and budget requirements.
- D. Location of the firm.
- E. Recent, current and projected workloads of the firm.
- F. Related experience on similar projects.

An Architect/Engineer Questionnaire is attached and must be completed and returned with all proposals.

A short list will be developed for interviews. Notification in writing of those firms selected for interviews will be provided to all those responding to the request for qualifications.

A-1. Purpose: The RFQ provides interested firms with information to enable them to prepare and submit such response for consideration by the Alleghany County Board of Commissioners for design, construction management and a detailed facility study for the structures identified above.

A-2. Issuing Office: This RFQ is issued by the Alleghany County Board of Commissioners; 348 South Main Street, Sparta, NC 28675.

Questions regarding the RFQ should be addressed to the Michael Carter, County Manager at the above address, by phone at 336-372-4179 or electronically at michael.carter@alleghanycounty-nc.gov

A-3. Type of Contract: A contract may be negotiated with the most qualified firm(s) at a compensation which is stable, fair and reasonable to the Board of Commissioners. If a satisfactory contract cannot be negotiated with any of the ranked firms(s), this RFQ shall be considered terminated.

A-4. Proposals. The Alleghany County Board of Commissioners reserves the right to select the firm(s) which it deems to offer the best overall proposal taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project(s); (c) location of firm; (d) recent, current and projected work loads of the firm; and (e) related experience on similar projects. The attached Questionnaire must be completed and returned additionally. Based on these evaluations, the selection of firm(s) for interviews shall be conducted. These selected firm(s) will constitute the short list. Interviews with selected firms will be held at a date, time and place to be determined. The Alleghany County Board of Commissioners will be making the determining decision as to whether a proposal has or has not met the requirements of this RFQ.

A-5. Incurring Cost: The Alleghany County Board of Commissioners is not liable for any cost incurred by firms for responding to this request.

A-6. Response Date: To be considered, submittals must be received on or before January 14th, 2022, by 4:00 P.M. Firms mailing proposals should allow normal mail delivery time to assist in securing a timely receipt of their submittals. Firms should provide five (5) copies and one (1) electronic copy of the submittal.

A-7. Acceptance of Submittal Content: The contents of the submittal of the successful firm(s) may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in cancellation of the award.

A-8. Economy of Preparation: Submittals should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements for the RFQ. Emphasis should be on completeness and clarity of content.

A-9. Firm Responsibilities: The selected firm(s) will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Firm(s) shall be responsible to adhere to all federal, state and local laws, regulations and ordinances, etc., and if the request submittal results in a contact award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

A-10. Presentation Schedule: To be determined.

ARCHITECT/ENGINEER QUESTIONNAIRE

Please complete and return with your response to the RFQ. This questionnaire may be retyped to allow for sufficient response space.

- 1. Firm:

- 2. Is this a joint venture? If yes, why?

- 3. Legal Address:

- 4. Contact Person:

- 5. Telephone and email address:

- 6. Firm Principals:

- 7. Other Key Personnel:

- 8. Outside associates/consultants proposed for this project:

9. List three (3) of your firm's projects that are similar to the proposed projects in this RFQ.

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

Project: _____

Budget: _____

Owner: _____

Location: _____

Telephone/email address: _____

Contact: _____

10: Identify the experience of your firm in providing Construction Management on similar projects.

11. Professional personnel proposed for the project:

Name: _____

Title: _____

Experience: _____

Name: _____

Title: _____

Experience: _____

Name: _____

Title: _____

Experience: _____

12. Describe how your firm is different than other firms submitting for these projects.
