

## 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 project includes the following:

- To study the prospective site suitable for design of a new tipping floor and building for the purpose of collecting and disposing of waste that comes into the Transfer Facility to be transported to an off-sight landfill.
- To construct a Transfer Facility tipping floor and building located at 431 Osborne Road Sparta NC 28675. This shall include construction of a 100' X 100' metal building consisting of red steel and colored metal sheeting. The building shall be 40' to the peak and have 24' X 24' insulated doors with power openers. It shall have a concrete tipping floor, a pit for 53' trailers, a skirt around the wall to direct waste into the trailers, drains and leachate containment, push walls, etc. We will require an office with an entrance from the outside away from the tipping floor and a bathroom, a 400amp electrical service, ample lighting, and receptacles.

Applicants should have extensive knowledge of design and have contract administration experience. Applicants must show attention to detail relating to the construction of a new Transfer Facility in Alleghany County, NC.

Alleghany County may select a single firm for the project or may choose to select separate firm(s) accordingly, or make no selection at all. If a firm(s) is selected, it will be employed by the Alleghany County Board of Commissioners and will work with the Projects and Operations Manager.

For this Request for Qualifications, Alleghany County is the owner and user of the subject facility 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 of the firm(s) selected for interviews will be provided accordingly.

**A-1. Purpose:** The RFQ provides interested firms with a general understanding of the proposed project enabling the firm(s) to prepare and submit such response for consideration by the Alleghany County Board of Commissioners for the design, contract administration and construction management of new building and tipping floor.

**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 David Spicer, Senior Projects, and Operations Manager at the above address, by phone at 336-657-0769 or electronically at david.spicer@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 firm(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 workloads 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 the selected firm(s) 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 responding to this request.

**A-6. Response Date:** To be considered, submittals must be received on or before March 22, 2024, by 3:00 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 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 contract 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:  \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

address: \_\_\_\_\_

Contact: \_\_\_\_\_

