



REQUEST FOR QUALIFICATIONS (RFQ)

Architectural and Engineering Services
for
Northern Granville County Senior Center

The County of Granville
104 Belle Street
Oxford, NC

A. Project Background and Objectives

The County of Granville is soliciting interest and credentials from qualified professional architectural firms licensed within the State of North Carolina. Responses to the RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and task specified with this request. The County is seeking a firm with demonstrated expertise in design and project management related to the type of project indicated, and its attention to quality assurance, construction feasibility, and scheduling.

The County is expanding their Senior Services to a new facility located in Stovall, NC (see site attachment). The site contains approximately 4.5 acres and is serviced with public water and sewer from the Town of Stovall. The new facility is expected to accommodate approximately 75 visitors per day. Based upon our internal assessment, the facility will include Administrative offices for a staff of three, a Dining Room and warming Kitchen to accommodate approximately 50 patrons, a Fitness room for approximately 15 to 20 patrons per session, an Art room for approximately 15 patrons per class, a Meeting / Multi-purpose room for approximately 40 visitors, and a small Computer room.

B. RFQ Timeline

The County anticipates the following schedule:

Advertisement of RFQ	September 13, 2022
Submittal of Questions	September 23, 2022 (deadline)
Proposals Due	October 10, 2022; 3:00 PM
Selection of Firm	October 14, 2022

C. Scope of Services

The scope of services to be provided by the firm will include, without limitation, the general disciplines outlined below to the extent necessary to provide a complete, accurate and fully coordinated design.

- a. Obtaining all State and local permitting required for development and construction.

- b. Design Development meetings with County staff sufficient to understand the functional needs and desired aspects of the project.
- c. Preparation of the Construction Documents to include plans / details, specifications, and project manual.
- d. Bidding assistance with County staff.
- e. Construction Administration and monthly site visits with reports.
- f. Any other services customarily furnished by a design team on similar projects.

D. Proposal Format

The proposals shall be organized into the following sections:

a) Professional Qualifications (25 Points):

- a. State full name and address of your Firm and, if applicable, other professional firms that will perform the work hereunder. The information shall indicate whether it operates as an individual, partnership, or corporation. Include information indicating licensure in the State of North Carolina.
- b. Include the name of the professional personnel that will be employed in the work specified by the request. Resumes and/or certifications are required for each project personnel submitted.
- c. Include a list of positions and their standard hourly rates.
- d. State the firm's history, types of services provided, and provide technical details that make the firm uniquely qualified for the work.
- e. Include the firm's Certificate of Insurances.

b) Project Listing (25 Points)

The written proposal must include a list of current and past (five years) projects including a brief description, size, and cost. The project listing must exhibit experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be assigned to this project.

c) Proposed Work Plan (30 Points)

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in the RFQ. The description shall include, but not limited to, how the project will be managed, scheduled, and delivered to the County. Responses will be rated on the clarity, thoroughness, and content of the response.

d) Legal Status of Firm (10 Points)

The proposal shall include all litigation or other legal action taken against the Firm or that the Firm was involved in within the last five years.

e) References (10 Points)

Provide at least three client references for similar projects recently completed. The information shall include the agencies name, address, email, telephone number, project title and contact information of personnel directly involved with the project.

E. Proposal Evaluation and Selection Process

Granville County intends to select the most qualified firm based on best overall qualifications, in its sole opinion, is most advantageous to the County.

An evaluation Committee will be assigned to evaluate each proposal package. The Committee will identify strengths and weaknesses associated with each Firm according to the criteria and point system listed herein.

The ranking of proposals and recommendation of any Firm is the sole responsibility of the Committee. The selection may be based solely on the individual merits of one Firm, or several Firms may be chosen for further evaluation and consideration.

The Committee, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms.

The Committee's recommendation of the highest rated Firm will be presented to the County Manager / Board of Commissioners for approval and authorization to begin negotiations for an

agreeable contract and fees. If after negotiation, a mutually agreeable contract and fee is not successful, the County reserves the right to terminate negotiations and begin negotiations with the second highest rated firm.

F. Submission of Proposal Package

Qualification submittals shall include two (2) complete qualification packages in hardcopy and one (1) electronic copy. Submittals shall not exceed ten (10) 8.5 x 11 pages.

Qualification Proposals shall be sent to the following Granville County Representative:

Scott Phillips
Director, Granville County Development Services
PO Box 877 (Mail) or 122 Williamsboro Street (Street)
Oxford, NC 27565

Additional information or question can be sent to the above contact at:

scott.phillips@granvillecounty.org or 919-603-1425

Submissions must be received no later than 3:00 PM on October 10, 2022 to be considered.

Northern Senior Center



8/23/2022, 3:46:32 PM

- Centerlines
- Leaders
- Imagery Latest
- Parcels
- Parcel Hooks
- Red: Band_1
- Lot Lines
- granville_nc_anno
- Green: Band_2
- Blue: Band_3

1:1,200

