



**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ARCHITECT SERVICES for  
CLEVELAND COUNTY WATER  
LAWNDALE, NORTH CAROLINA**

**Cleveland County Water  
Centrally Located Operations Center  
Request for Qualifications for Architect Services**

Issued: September 13<sup>th</sup>, 2019

By:  
Ginger Fern, Finance Director  
Cleveland County Water  
PO Box 788  
Lawndale, NC 28090

Project Site Location  
Cleveland County Water- Centrally Located Operations Center Site  
Polkville Road  
Shelby, NC 28150

**Cleveland County Water-  
Centrally Located Operations Center Project  
Proposal #: CCW003-2019**

Sealed Proposals from qualified firms to provide various services related to the Cleveland County Water-Centrally Located Operations Center Project Shelby, North Carolina are subject to all the conditions, and provisions set forth herein and attached. Proposals will be received in the offices of Cleveland County Water administration building, PO Box 788 Lawndale, NC 28090 by the Finance Director.

**Proposals shall be submitted by 2:00 PM, Friday, October 11, 2019.**

The above **Proposal number** shall be shown on front of the envelope in which this proposal is submitted. Cleveland County Water assumes no responsibility for unmarked envelopes being considered for award. Facsimiles are not acceptable.

**RFQ – Centrally Located Operations Center Project**

**INSTRUCTIONS**

1. Submit one (1) signed original and four (4) signed copies of the proposal.
2. Proposal amendments thereto or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed or postmarked.
3. Clearly address and mark the proposal as indicated in the notice.

**CONDITIONS**

1. Cleveland County Water reserves the right to accept or reject any or all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to the District.

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**PROPOSAL**

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items proposed.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Print or Type Name Above**

\_\_\_\_\_  
**Company Address**

\_\_\_\_\_  
**Company Fax**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**NC Sales Tax Number (Only If out of State)**

\_\_\_\_\_  
**Company Telephone Number**

\_\_\_\_\_  
**Federal ID#**

\_\_\_\_\_  
**Email Address**

## **REQUEST FOR QUALIFICATIONS**

### Description of Project

Responses to this RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and the tasks specified. The District is seeking a firm with demonstrated expertise in design architecture and project management consulting with specific expertise in quality assurance/value engineering, construction feasibility review, cost estimating and scheduling. As mentioned previously, the objective of this RFQ is to solicit interest and credentials from qualified professional architecture firms licensed in the State of North Carolina. It is anticipated that an agreement for professional services will be negotiated and executed between the District and the firm who is determined to best meet the needs of the District for this project. All questions regarding this RFQ shall be presented to Ginger Fern at [ginger@clevelandcountywater.com](mailto:ginger@clevelandcountywater.com).

Site visits are not required; however, if your firm desires a tour of the proposed site location and the current administration and maintenance facilities you may contact the Finance Director by email at [ginger@clevelandcountywater.com](mailto:ginger@clevelandcountywater.com) to schedule a visit. All site visits must be completed by October 4<sup>th</sup>, 2019.

The following deadlines apply to this Request for Qualifications:

<b>Request for Qualification Issued</b>	<b>September 13, 2019</b>
<b>Deadline for site visits by consultants</b>	<b>October 4, 2019 at 3:30 PM</b>
<b>Clarifications/Questions Deadline</b>	<b>October 9, 2019 at 3:30 PM.</b>
<b>Statement of Qualification Submittal Deadline</b>	<b>October 11, 2019 at 2:00PM</b>

### Background

The District completed a Customer Survey in 2015 that included several short-term and long-term goals provided by public input. Upon completion of the Customer Survey, Commissioners completed a Space Needs Analysis in 2017 for a future Centrally Located Operations Center and then in 2018-2019 completed a Facility Program Plan for a new and future centrally located operations center.

The District owns and operates an 8.0 MGD Water Treatment Plant that was originally constructed in 1983, as well as a Maintenance Building and Administration Building north of Lawndale, NC. Although the District has made improvements, significant reinvestment is needed to primarily address aging facilities and space needs that exist with the current facilities as well as a more centrally located site in Cleveland County for the expanding and growing customer base to conduct business.

## **RFQ – Centrally Located Operations Center Project**

In 2018-2019, the District conducted a Facility Program Plan for a New Centrally Located Operations Center that identified both current needs for all operations as well as long term expansion capability to address future growth. The initial phase of these recommended upgrades will include the following:

### Scope of Work

- New Cleveland County Water Operations Center

### Project Description

See attached report and narratives completed by Solutions for Local Government, Inc. for Cleveland County Water. The Facility Program for a New Cleveland County Water Operations Center has been submitted to USDA for preliminary review at this time and is expected to be used as the basis document for completion of the required USDA Preliminary Engineering Report and subsequent design.

## **Qualification Statement Requirements**

- 1) All proposing firms must have been professionally engaged in the project management and architecture fields with experiences in projects of similar size or greater in public sector for a minimum of five (5) years. In addition, all proposing firms must employ qualified personnel, who are licensed and qualified in the following disciplines: architectural design, layout and construction, and construction cost estimating/value engineering and project management. These professionals must not only be credentialed, they must be able to demonstrate that they have related experience in the architecture and construction industry.
- 2) The firm must be able to demonstrate that the staff it would assign to this project possesses the ability to lead and manage work teams that are multi-disciplinary and multi-functional. In addition, proposing firms must be able to demonstrate that they possess the ability to develop, monitor, control and manage changes in a project's scope, time, resources, cost and risk.
- 3) This RFQ contains, in general terms, the overall objectives of the District in obtaining the service of a consultant. While an attempt is made to describe the general expectations of the District and the anticipated work to perform, the District and the successful firm will need to define a more specific scope of work and fee schedule as part of a negotiation process.
- 4) If it becomes necessary to revise any part of this RFQ, written amendments will be provided to all potential firms proposing.
- 5) All costs related to the preparation of the Statement of Qualifications and any related activities are the sole responsibility of the prospective firm. The District assumes no liability for any costs incurred by perspective firms throughout the entire selection process.

## **RFQ – Centrally Located Operations Center Project**

- 6) The District is an Equal Opportunity Employer. Prospective firms will commit to meet the nondiscrimination and equal employment requirements of the State of North Carolina. Minority and Women Owned Businesses are encouraged to submit a Statement of Qualifications.
- 7) Each firm providing a proposal for consideration by the District is responsible for obtaining the information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFQ. The failure or omission of a firm to obtain adequate information will in no way relieve the firm of any obligation with respect to this RFQ or to an associated contract.

### **Form of Proposal/Qualifications**

- 1) Proposals must be submitted by the date and time outline in this RFQ. Late proposals will not be accepted. One (1) original and four (4) copies of the firm's proposal must be submitted. All proposals and supporting materials should be enclosed in a sealed envelope, properly marked, with the proposal number on the front of the envelope. All proposals must be valid for a period of one hundred (120) days after opening. Firms may be asked to interview with the District to discuss any portion of their proposal and/or their project approach before a decision is made concerning responses to this RFQ. All submitted responses will be retained as property of the District and will not be returned.
  - a) **The proposal must contain a handwritten signature of an authorized representative of the responding firm.** Responding firms will not be allowed to make any changes or corrections after proposals are submitted to the District.
- 2) General Information
  - a) Provide the firm name, address, telephone and fax numbers of the headquarters office, and, if applicable, the branch office designated for this project.
  - a) Provide a general description of the capabilities of your firm, including information related to its history, size, principals, professional staff and structure.
- 3) Experience and Personnel
  - a) Identify and describe projects your firm has completed which are similar in scope to this project. Please only list projects that the members have been involved with for the current firm/team that are submitting under.
  - b) Describe the experience of the firm with administration and reporting of loans and grants from various agencies, particularly with USDA.
  - c) Describe the personnel who will be assigned to this project. Indicate their specific role in these projects and experience in similar projects. Identify the person who is expected to be the primary contact.

## **RFQ – Centrally Located Operations Center Project**

- d) Provide five (5) references, including addresses and phone numbers of clients for whom your firm has completed similar projects (preferably municipalities).
- 4) Approach
- a) Technical Approach - Based upon the information presented herein, provide a description of the overall approach the firm will take for this project, and list the specific services that will be provided. The description should delineate specific tasks to be undertaken in each phase. In addition, the technical approach shall include how your firm will interact with the applicable regulatory agencies and complete the necessary steps in securing all permits for the project.
  - b) Management Plan - Describe the management plan to be used, including staffing configurations. Provide assurance that the personnel needed to complete the projects in a timely manner are available.
  - c) Quality Assurance - Describe the necessary steps that will be taken by your firm's management and staff to insure and provide the best quality product to the Cleveland County Water- Centrally Located Operations Center Project.
  - d) Please provide a proposed schedule for the project, including the starting and completion dates for all major services.

### **Summary of Proposal Contents**

In summary of the minimum requirements, all proposal responses should include, but not be limited to, the following information:

- 1) A letter of introduction and interest identifying the firm.
- 2) A detailed summary of the firm's relative experience with references and contact information.
- 3) Identification of all individuals who will be assigned by the firm to work on this project to include a detailed summary of each individual's professional credentials and relevant experience. This should also include a summary of qualifications and relevant experience of all subcontractor personnel/engineering firms if applicable.
- 4) A detailed discussion of the project's approach that indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the firm would propose to accomplish the work items described.
- 5) Proximity of key project members to the Lawndale and/or Shelby, North Carolina area.
- 6) Other information that the proposing firm may wish to include.
- 7) Proposals and supplemental information should be limited to no more than twenty (20) pages of material, front and back included. A cover letter with the submission of your proposal does not apply towards the proposal page limit.

## **RFQ – Centrally Located Operations Center Project**

### **Selection Criteria and Process**

- 1) Proposals will be evaluated and reviewed by the District for final selection. This evaluation may include discussions with all or some of the firms providing responses including the possibility of interviews if necessary.
- 2) Proposals will be considered based upon the documented qualifications and applicable experience of the firms proposing. It is anticipated that the successful firm and the District will work together to develop a more detailed scope of work with activities and issues to be addressed to include identification of specific project goals and schedule milestones.

Listed below are some of the criteria that may be used in the selection process.

- 1) Evaluation of the firm's ability to successfully complete all requirements as specified in this Request for Qualifications.
- 2) Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization.
- 3) Demonstrated understanding of the projects and abilities of the firm to successfully complete the expected scope of work on schedule and within budget.
- 4) Examination of how the firm will propose to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).
- 5) Familiarity of region and other factors determined to be relevant.
- 6) Interviews with Firms (If needed)

### **Certificate of Insurance**

Once selected, the firm hired to provide the services referenced in this RFQ will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability, general liability and auto liability on a certificate of insurance form prior to commencing work. A copy of this RFQ's title page properly signed to include the manual signature of an authorized representative of the firm and all appropriate address and contact information as listed on this form.

## **RFQ – Centrally Located Operations Center Project**

### **Project Funding and Proposed Schedule**

The District anticipates applying for and receiving approval for the related funding necessary for this project from the United States Department of Agriculture (USDA) Rural Development program. Cleveland County Water has met with and anticipates completing applications via the USDA application project. The selected firm, once under contract, will be requested to assist Cleveland County Water with completion of the anticipated applications. The selected firm will be required to utilize the standard Engineers Joint Contract Documents Committee (EJCDC) for the contract between CCW and the selected firm and in accordance with USDA guidelines. Various milestones of the project will be determined in conjunction with USDA and the selection of the most qualified firm, submittal of the funding applications and submittal of the required USDA Preliminary Engineering Report (PER). It is anticipated that once a firm is selected, there will be a preliminary meeting with CCW, USDA and the selected firm to discuss the application submittal process prior to contract execution with the selected firm.

**END OF REQUEST FOR QUALIFICATIONS**