



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

**Cleveland County Water
Old Administration Building Remodel**

Issued: October 21st, 2024

By:

Garrett Gilbert; Water Treatment Plant Superintendent
Cleveland County Water
PO Box 8
Shelby, NC 28151

Project Site Location

Cleveland County Water- Old Administration Building
439 Casar- Lawndale Road
Lawndale, NC 28090

**Cleveland County Water- Old Administration Building Remodel
Proposal #: WP006-2024**

Sealed Proposals from qualified firms to provide various services related to the Cleveland County Water- Old Administration Building Remodel, Lawndale, 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, 715 Polkville Road, Shelby, NC 28150 or via mail PO Box 8 Shelby, NC 28151 by the Water Treatment Plant Superintendent.

Proposals shall be submitted by 2:00 PM, Wednesday, November 27th, 2024.

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.

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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.

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 engineering 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 engineering 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 Garrett Gilbert at garrett@clevelandcountywater.com.

Site visits are not required; however, if your firm desires a tour of the Water Treatment Plant you may contact the Water Treatment Plant Superintendent by email at garrett@clevelandcountywater.com to schedule a visit. All site visits must be completed by November 15th, 2024.

The following deadlines apply to this Request for Qualifications:

Request for Qualification Issued	October 21st, 2024
Deadline for site visits by consultants	November 15th, 2024 at 12:00 PM
Clarifications/Questions Deadline	November 22nd, 2024 at 12:00 PM.
Statement of Qualification Submittal Deadline	November 27th, 2024 at 2:00PM

Background

The District completed an Assessment and Re-Use Study of the Lawndale Facilities in 2024 that included numerous goals. Several of the goals are currently underway and this project ties in well with the others.

The district recently built a new operations center and vacated the old administration building. The plan is to tie the old administration building in with the current water plant through the relocation of fencing and a possible new road. The old administration building should be redesigned and built to house future plant staff along with other department staff from Cleveland County Water. The new layout and changes will require cooperative work with an engineering firm that is completing another phase of upgrades to the Lawndale campus site but that tie directly into the administration building.

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In 2024, the district conducted an Assessment and Re-Use Study of the Lawndale Facilities that identified potential uses of the existing buildings that weren't being utilized by Cleveland County Water. The initial phase of these recommended upgrades will include the following:

Scope of Work

- Redesign and improvements to the old administration building
- Working with an engineering firm on the campus layout

Project Description

The project will include remodeling of the old administration building. It will also include upgrades to the Lawndale campus to house all facilities inside the fence. It will include upgrading aspects of the old administration building as well.

Qualification Statement Requirements

- 1) All proposing firms must have been professionally engaged in the project management and engineering fields with experiences in water treatment 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: civil engineering, environmental engineering, electrical engineering, construction administration, 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 engineering 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.

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- 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 SOQ.
- 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 within the past five (5) years.
 - b) Describe the experience of the firm with administration and reporting of with loans and grants from various agencies, particularly with the North Carolina State Revolving Fund.
 - 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.
 - d) Provide three (3) references, including addresses and phone numbers of clients for whom your firm has completed similar projects (preferably municipalities).

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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- Water Treatment Plant.
- d) Please provide a proposed schedule for each 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 these projects 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 if applicable.
- 4) A detailed discussion of the projects 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, 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 ten (10) pages of material, front and back included. A cover letter with the submission of your proposal does not apply towards the proposal page limit.

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Selection Criteria and Process

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.

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.

Project Funding and Proposed Schedule

The District may fund this project through a budget ordinance and general funds, however we reserve the right to fund this through a loan if required. The proposed schedule should show completion in a timely manner but may have additional milestones developed if funded through a loan.

END OF REQUEST FOR QUALIFICATIONS