



# Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: lisa.garner@randolphcountync.gov

## **Request for Qualifications**

**For**

## **Renovations to Emergency 911 Back-Up Facility**

The award of a contract under this solicitation may be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of the funding award. All prospective contractors and sub-contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, vendor submitting qualifications shall be responsible for complying with state law and local ordinances.

The County encourages participation by small, minority, disabled, and woman-owned businesses. Randolph County reserves the right to award and/or reject any and/or all submissions and waive any technicalities or irregularities.

### **Definitions**

As used in this RFQ, the following terms shall have the meanings set forth below:

<i>County:</i>	Randolph County Government
<i>Contract or Agreement:</i>	The contract(s) executed by the County and the Service Provider for the services covered by this RFQ
<i>RFQ:</i>	Request for Qualifications to provide the services request herein
<i>Services:</i>	The services described in this RFQ
<i>Service Provider:</i>	Each firm that submits a Qualifications Package for consideration by Randolph County in compliance with the requirements stated in this RFQ
<i>SOQ:</i>	Statement of Qualifications - The Service Provider's official response to this RFQ



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## **Scope of Project**

Randolph County is seeking a professional firm to provide a space study, design, bidding and construction administration for the renovation to the Emergency 911 Back-Up Facility. This is a two-story masonry and wood frame structure consisting of approximately 9,800 square feet total located at 152 North Fayetteville Street, Asheboro, NC 27203.

**All design, the bidding phase and the contract with the general contractor must be executed by December 31, 2024.**

Project expected to consist of but not limited to:

- Expansion and remodel of 911 workroom
- Renovations of office area
- Evaluation of secure storage area
- Evaluation of existing flat roof
- Improvements to special electrical grounding system (Motorola R56 standard)

## **Required Qualifications**

To be considered for this project, the firm must demonstrate that their team has the licensure, experience and expertise to perform said duties.

## **SAM.gov Registration**

All firms, contractors and subcontractors will be required to be registered with SAM.gov and have an unexpired Unique Entity ID (UEI) number. This will be required prior to award and all subcontractors must be registered prior to being approved to perform any work on the project.

## **Evaluation**

A committee will review and evaluate the qualifications based on the below evaluation criteria. A weighted point formula system will be used to evaluate qualifications.

## **Evaluation Criteria**

The following represents the evaluation criteria and relative importance of each criteria (criteria weight):

<b>Evaluation Criteria</b>	<b>Weight</b>
1. Adherence to RFQ Instructions	.10
2. Company Information	.15
3. Professional Competency	.20
4. Experience	.30
5. Interview (if conducted)	.25
Total	1.00



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The SOQ's will be evaluated by a committee consisting of at least three members. Each committee member shall evaluate each SOQ according to criteria items 1-4 and assigning a point value to each. For each firm, the scores from each committee member shall be tabulated to achieve an average score for each criterion. The criteria averages are then weighted as stated above to determine a score for each SOQ. Once this has been accomplished, the committee may decide to recommend the highest scoring SOQ or may decide to conduct interviews to decide between the highest-scoring SOQ's. If interviews are conducted, each committee member shall assign a point value to each SOQ interview and will factor this criterion into the others as weighted above to determine the most desirable.

### **Statement of Qualifications Preparations**

If you would like to be considered for providing the required Services to Randolph County, please mail or hand deliver one copy and one digital copy of your qualifications to:

Lisa Garner  
Randolph County  
Purchasing Officer  
725 McDowell Road  
Asheboro, NC 27205  
[lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov).

The Statement of Qualifications are due by 10:00 AM EST, Tuesday, January 9, 2024.

### **Your SOQ should consist of the following information:**

- a. Signed and notarized Federal Addendum (Attached)
- b. Signed and notarized E-Verify Affidavit (Attached)
- c. Signed Conflicts of Interest (Attached)
- d. A cover letter (no more than 1 page) signed by a person empowered to commit the firm to a contractual arrangement with Randolph County. The cover letter should also include all contact information (phone number, email address, and mailing address). The letter should identify the persons who will be responsible for regular communications with Randolph County.
- e. A brief history of the firm and key subs, including the following:
  - Size of the firm and office locations
  - Locations of the office(s) where the work associated with each element of the project will be performed.
- f. List current and past experience with utility systems in Randolph County



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- g. A range of services provided, relevant work experience, ability to evaluate additional funding sources and apply for grants, capabilities and expertise that qualify the firm to undertake this project. Relevant work experience should include projects of similar size undertaken within the last five (5) years, involving the field personnel who will be assigned to this project.
- h. A list of the individuals who will be providing services to the County, including their individual work experience and certifications.
- i. A description of the firm's approach and methodology to execute the services required for this project.
- j. A current certificate of insurance

### **Contact with County Staff**

Maintaining the integrity of this RFQ is of paramount importance for the County. To this end, unless you have questions regarding the RFQ process itself, do not contact any members of the Randolph County staff until the contract is awarded. Questions regarding the process may be directed to Lisa Garner at [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov). Failure to adhere to these restrictions may significantly reduce your prospects for selection.

### **Due Date**

10:00 AM EST on Tuesday, January 9, 2024.

We look forward to receiving your qualifications package.

Lisa T. Garner  
Purchasing Officer  
Randolph County