



Cleveland County
NORTH CAROLINA

Request for Qualifications

Design Build Construction Services
of Daycare and Property Improvements

Employee Daycare

RFQ-2022 10/6 rev 1

October 6, 2022

Cleveland County Administrative Building
Attn: Blake Myers
Finance & Purchasing Department
311 E. Marion St
Shelby, NC 28150
Office: 704-484-4778
Email: Blake.Myers@ClevelandCountync.gov

Construction

Cleveland County Employee Daycare

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1. Introduction

Cleveland County Government requests qualifications of licensed general contracting firms to provide specified professional services in connection with the new Cleveland County employee daycare center. The daycare would be an approximately 6,000 sq. ft. building located adjacent to the Cleveland County Public Health Center.

The submittal deadline is 10-21-2022

The firm's qualification package shall be submitted as an electronic PDF on a USB thumb drive, and in three (3) paper copies in a sealed envelope/box.

The envelope/box shall be labeled with the project name and the firm's name.

Qualification packages can be submitted by any one of the following methods:

Mail: Cleveland County
Finance & Purchasing Department
Attn: Tonya Brittain
PO Box 1210,
Shelby, NC 28151

Hand delivered: Cleveland County Administrative Building
2nd Floor
Finance & Purchasing Department
Attn: Tonya Brittain
311 E. Marion St
Shelby, NC

Administrative questions can be emailed to Tonya Brittan at: Tonya.Brittain@clevelandcountync.gov

Any project scope questions should be emailed to: Blake.Myers@clevelandcountync.gov no later than 10-14-2022

2. Overview

Cleveland County would like to offer county employees daycare services as an employment benefit. There is currently no county building equipped or optimally located to provide these functions.

The county does have available property where the building could be built to suit. This property is located where the highest population of Cleveland County employees are, at 200 S. Post Rd. Shelby, NC.

The new building would be approximately 6,000 sq. ft. The daycare center would accommodate 100 children—from 6-weeks-old to kindergarten. The building will be design-built by the General Contractor with help from their contracted Engineers/Architects to meet the needs, budget, and timeline required by the county. Flexible space that could be converted to a future commercial kitchen and cafeteria area of roughly 1400 sq. ft. should be designed in the building, along with adequate power, water, sewer, and structure to accommodate the commercial kitchen.

Approx build time for this project is twelve (12) Months.

Cleveland County will partner with a cafeteria and food vending company to assist the A&E firm with the cafeteria layout design and equipment requirements at a later date if necessary. For the purpose of this project, identification of the flexible area along with area access, security separation for remaining daycare, and “rough-in” of utilities is needed.

This project is considered a fast-track project to be commissioned and functional by December 31, 2023, so that training can take place. The project will be “Design-Built” to streamline the process and control costs.

The chosen firm will provide professional services for design, construction, and cost estimates to keep construction costs within the proposed budget.

The Cleveland County Daycare Team will choose a qualified firm using a two-step process—(1) select firms qualified to provide such services on the basis of demonstrated competence and qualifications and (2) an interview meeting where the firm presents their proposal and team.

The Daycare Team will rate the firm based on, but not limited to, the criteria below:

- Overall reputation of the firm/team
- Key team members — experience and qualifications
- Project references specific to this type of service
- Experience with applicable regulatory agencies and permitting
- Experience with providing these services to local governments
- General project understanding and approach of GC and key partners/contractors
- Construction of similar projects. Specifically design Build delivery method.
- Proposed timeline of construction. County’s goal is 12 months.
- Unique qualities that would make firm/team best suited for the project.
- Proposed design team members, Architect, Engineers, ETC.

Cleveland County will use the standard AIA Document B101™—2017 for the basis of the contract agreement with a terms and conditions addendum as negotiated.

3. General Requirements

- 3.1. The RFQ contact form must be signed and returned with the firm's proposal package for the services and deliverables described in Schedule 7 (the "Scope of Work").
- 3.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFQ.
- 3.3. The firm's questions and the County's responses may or may not be forwarded to all firms. The County reserves the right to communicate all or part of the questions and responses, with all, or certain firms.
- 3.4. By submitting a proposal package in response to this RFQ, the firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.
- 3.5. By submitting a proposal package in response to this RFQ, the firm acknowledges and waives any claim for compensation of any kind whatsoever against the County or any of its Representatives (as defined below), as a result of its submission, any decision made by the County during the RFQ process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFQ.

4. Firm's Affirmations

- 4.1. By submitting its qualifications, the firm represents and warrants the following:
 - a. This RFQ is a solicitation for professional proposals and is not a contract or an offer to contract.
 - b. The submission of a proposal package by the firm in response to this RFQ will not create a contract between the County and firm.
- 4.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and
- 4.3. The firm will bear, as its sole risk and responsibility, any costs arising from the firm's preparation of a response to this RFQ and, as applicable, contract negotiations.
- 4.4. The firm is a reputable person that is lawfully and regularly engaged in providing and/or performing the *Professional Services*.
- 4.5. The firm has the necessary experience, knowledge, abilities, skills, and resources to provide the *Deliverables* and/or perform the *Professional Services* upon the terms and conditions specified in this RFQ.
- 4.6. The firm is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.
- 4.7. The firm understands:
 - a. The requirements and specifications set forth in this RFQ and
 - b. The terms and conditions set forth under which the firm will be required to operate.

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- 4.8. If selected by the County, the firm will not delegate any of its duties or responsibilities under this RFQ or any resulting contract to any subcontractor, except as expressly provided in the qualifications.
- 4.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.
- 4.10. All statements, information, and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. The firm acknowledges that the County will rely on such statements, information and representations in selecting the successful professional services provider. If selected by the County, the firm will notify the County immediately of any material change in any matters regarding the firm's responses to questions asked by the county, any documentation the firm has provided or any change that would materially impact the firm's ability to execute and complete the project as agreed upon.
- 4.11. The firm has not given or offered to give to the County or any of its Representatives, nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with its submitted quotation.
- 4.12. The firm certifies that other than the relationships which have been previously disclosed to the County in writing:
- a. No relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any firm that is a sole proprietorship, the officers or directors of any firm that is a corporation, the partners of any firm that is a partnership, the joint ventures of any firm that is a joint venture or the members or managers of any firm that is a limited liability company, on one hand, and an employee of any affiliate of the County, on the other hand, and
 - b. The firm or any of its officers, directors and shareholders/partners has not been an employee of the County within the immediate twelve (12) months prior to the submittal deadline of this RFQ. All disclosures by firm in connection with this certification will be subject to administrative review and approval before the County enters into a purchase order, contract or agreement with firm.
- 4.13. The firm represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution, or winding up of the firm nor, to the knowledge of the firm, has anyone threaten to take any such proceedings against it.

5. Submission Requirements

- 5.1. Contact: All completed documents constituting your proposal, as well as any questions or clarifications concerning this RFP must be submitted to the County's representative identified on page 3 of this RFQ.
- 5.2. Timeline: The proposal package must be received on or before the submittal deadline (date and time) specified on page 3 of this RFQ. The County reserves the right, but has no obligation, to accept a qualification package submitted after the deadline and to amend the timeline. If a change to the timeline is required, the County will communicate the change to the firm(s). If a firm requests an extension of a deadline, the County may, in its sole discretion, decide to allow the extension or not. The County may, in its sole discretion, decide whether or

not to communicate to the other firm(s) its grant of an extension or offer them the same extension.

6. Terms and Conditions

- 6.1. Contract—at a later date using AIA Document B101™—2017, with additional terms negotiated.
- 6.2. Office Locations—The firm must state the office location it plans to use.
- 6.3. Terms and Conditions—at a later date using AIA Document B101™—2017 with additional terms negotiated.

7. Scope of Work

- 7.1. Design, engineer, and construction of Daycare Facility
 - a. Design the daycare facility to include all the parts on the attached example. The final floorplan, design, finishes, and equipment must be approved by appropriate county officials prior to submission of a full set of permit plans to the City of Shelby for approval. All costs for the design work will be included in the construction cost for the facility.
 - b. Design of the playground will be done in a separate bid, but playground area grading is to be included in this project.
 - 7.2. Construction of Daycare Facility
 - a. Apply for all necessary construction permits. Provide complete and detailed permit drawings for review of county personnel prior to submitting for permits. Permit drawings must meet or exceed specifications on the attached building layout.
 - b. Be responsible for developing the construction schedule and ensure that the project is completed on-time and on budget.
 - c. Be responsible for coordinating all contractors and sub-contractors, ensuring work is performed to project standards and each contractor involved is properly insured and/or bonded.
 - d. Develop cost estimates during construction (30%, 20%, 10%) of the project, to assure the county remains within the proposed budget.
 - e. Work with assigned county staff on selecting optional finishes, flooring, and fixtures.
 - f. Construction of driveway, sidewalks and parking areas as identified on attached artist rendering.
 - g. Grading of area identified in the attached drawing for playground (with playground and fencing to be purchased/built in a separate RFP).
 - h. Connection to appropriate utilities, including sewer, water, electricity, gas (if needed) and fiber/coax (internet service selected by county staff).
 - i. Punch list walk-through and completion as a “turn-key” project, correcting any identified items prior to the projected completion date.
 - 7.3. Project Management Services
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- a. Overall project coordination, calendar of meetings.
 - b. Maintain lists like: project needs and issues, contact list, vendor list, etc.
 - c. Explore value added opportunities to reduce project costs or provide enhancements to the project at originally projected cost.

8. **Included in Qualifications:**

8.1. List of recent applicable facility projects with:

- a. A brief description of the firm's role.
- b. Pictures or 3-D renderings of any applicable projects.
- c. Three to five client references and contact information.

8.2. Construction Project organization

- a. Team organization chart with names and functions.
- b. List of Engineer/Design team members. Resumes, and relative work experience.
- c. Proposed project execution plan/schedule.

8.3. Cost of Services

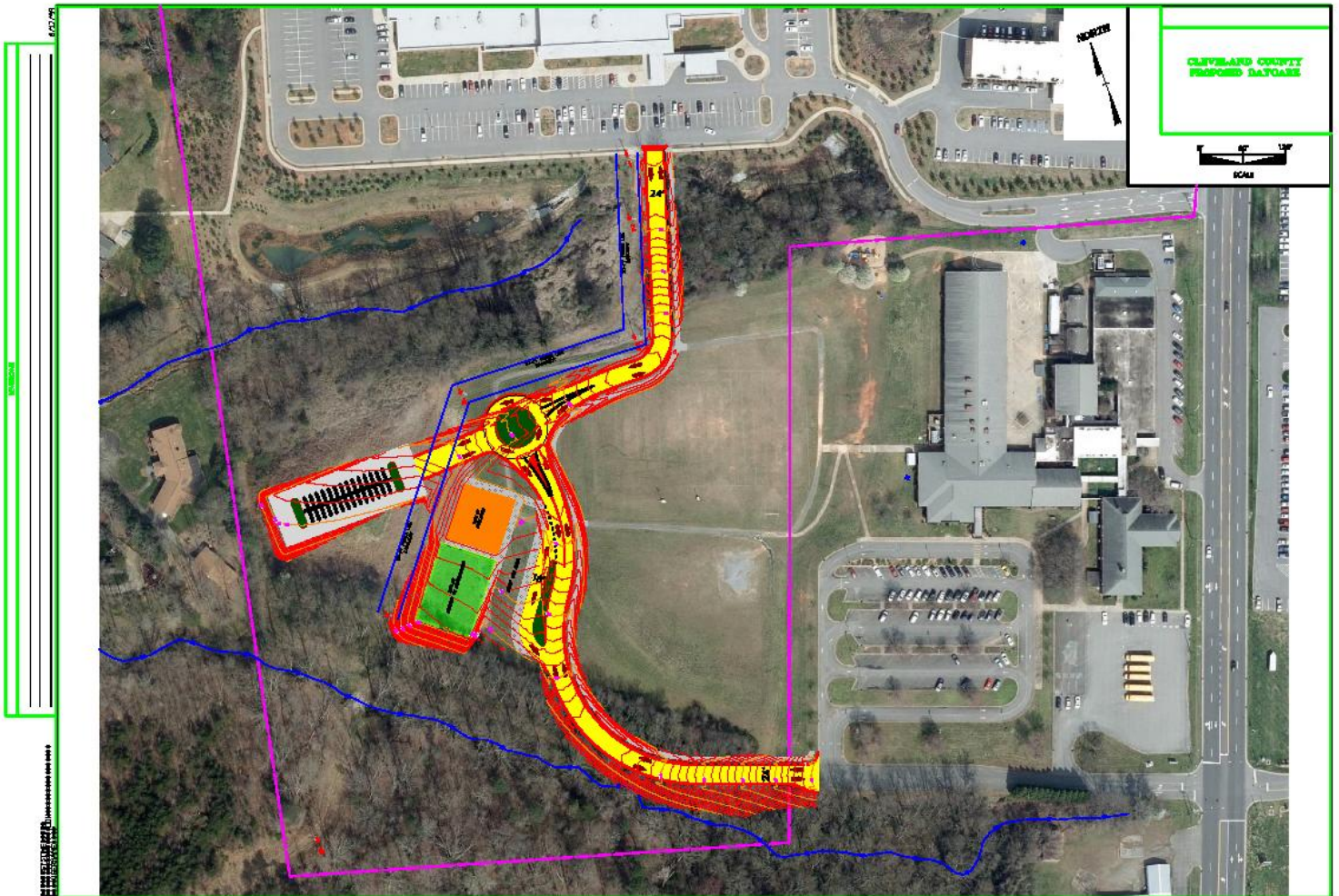
- a. Estimated Cost of construction of daycare facility.
- b. Estimated Cost of civil work required.
- c. Estimated Cost of driveway and parking areas completed with striping and signage.
- d. List of alternate or optional features (including costs broken out from project total).
- e. Miscellaneous.

APPENDIX

1. PROJECT LOCATION & DRIVE, PARKING, PLAYGROUND PREP AREA, SIDEWALK

PROJECT LOCATION & DRIVE, PARKING, PLAYGROUND PREP AREA, SIDEWALK

THIS IS AN ESTIMATED SITE PLAN. DRIVEWAYS AND PARKING COULD CHANGE DEPENDING ON DESIGN.



RFQ CONTACT FORM

RFQ-2022 10 6 rev 1

Employee Daycare and Cafeteria

October 6, 2022

To: Cleveland County Finance & Purchasing Department
PO Box 1210
ATTN: Tonya Brittan
311 E. Marion Street
Shelby, NC 28151

From: _____

Date: _____

Principal Contact Information

Signature

Company Address Line 1

Print Name

Company Address Line 2

License Number

Work Phone

Expiration Date

Cell Phone

Company Name

Email