



**Cleveland County**  
NORTH CAROLINA

**Request for Qualifications**

Professional Architectural and Engineering Services

Board of Elections  
805 N. Morgan Street, Shelby, NC 28150

RFQ-2021 06 25 rev 0

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The submittal deadline is July 23, 2021 at 2:00 PM

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

The envelope/box shall be labeled with the project name and the company’s name.

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

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

Hand delivered: Cleveland County Administrative Building  
2<sup>nd</sup> Floor  
Finance & Purchasing Department  
Attn: Kim Lester  
311 E. Marion St  
Shelby, NC

Administrative questions can be emailed to Kim Lester at:  
[Kim.Lester@clevelandcountync.gov](mailto:Kim.Lester@clevelandcountync.gov)

If you have any project scope questions, please contact:

Greg Pering  
County Engineer  
American Red Cross Building  
1333 Fallston Road, Shelby, NC 28150  
D: (980) 484-4620  
C: (704) 419-9014  
E: [Greg.Pering@clevelandcountync.gov](mailto:Greg.Pering@clevelandcountync.gov)

Cleveland County plans to build a pre-engineered metal building as well as an adjacent parking lot to serve as the County's Board of Elections building. The building will be approximately 6,500 square feet with 2,500 square feet to be used as storage. The remaining 4,000 square feet will be administrative office space.

Cleveland County will require professional technical services for the detailed design of this project.

The Board of Elections building and parking lot will be located on property owned by Cleveland County (Parcel 20254 and Parcel 23043).

### Property Location — Corner of N. Morgan St and Grover St, Shelby, NC



### Board of Elections — Concept



Cleveland County will choose a qualified firm using a two-step process—select firms qualified to provide such services on the basis of demonstrated competence and qualifications, then will negotiate a contract for these services at a fair and reasonable fee with the best qualified firm.

Cleveland County will use the standard AIA Document B101™—2017 for the basis of the contract agreement.

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## 1. General Requirements

- 1.1. The RFQ contact form must be signed and returned with firm's qualifications package for the services and deliverables described in Schedule 1 (the "Services and Deliverables").
- 1.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFQ.
- 1.3. 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.
- 1.4. By submitting a qualification package in response to this RFQ, firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.
- 1.5. By submitting a qualification package in response to this RFQ, the firm acknowledges and waives any claim for any 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.

## 2. Firm's Affirmations

- 2.1. By submitting its qualifications, the firm represents and warrants the following:
  - a. This RFQ is a solicitation for professional qualifications and is not a contract or an offer to contract;
  - b. The submission of a qualifications package by the firm in response to this RFQ will not create a contract between the County and firm;
- 2.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and
- 2.3. The firm will bear, as its sole risk and responsibility, any cost arising from firm's preparation of a response to this RFQ and, as applicable, contract negotiations.
- 2.4. The firm is a reputable person that is lawfully and regularly engaged in providing the *Deliverables* and/or performing the *Professional Services*.

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- 2.5. 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
  - 2.6. 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.
  - 2.7. 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.
  - 2.8. 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.
  - 2.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.
  - 2.10. 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 with regard to which the firm has made a statement or representation or provided information.
  - 2.11. 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.
  - 2.12. 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
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review and approval before the County enters into a purchase order, contract or agreement with firm.

- 2.13. 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.

### 3. Submission Requirements

- 3.1. Contact: All completed documents constituting your qualifications, as well as any questions or clarifications concerning this RFQ must be submitted to the County's representative identified on page 2 of this RFQ.
- 3.2. Timeline: The qualification package must be received on or before the submittal deadline (date and time) specified on page 1 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) it granting of an extension or to offer them with the same extension.

### 4. Terms and Conditions

- 4.1. Contract—at a later date using AIA Document B101™—2017
- 4.2. Deliverables and Services—See Schedule 1
- 4.3. Office Locations—The firm must state the office location it plans to use.
- 4.4. Terms and Conditions—at a later date using AIA Document B101™—2017
- 4.5. The attachments and schedules listed in this RFQ are an integral part of this RFQ.

### 5. Project Overview

It is the intent of Cleveland County to solicit qualifications from qualified architectural and engineering (A & E) firms with the ability and capacity to provide design a 6,500 square foot pre-engineered metal building of which only 4,000 square feet will be administrative space.

The design and construction documents shall be in sufficient detail and packaged such that a qualified building contractor can bid and construct the building and interior spaces.

The qualified A & E firm shall have project management services in place to coordinate the design, track schedule and costs, and communicate to the County project progress.

The A & E firm shall collaborate with the County's design task force made up of specialists in information technology, facility maintenance, and county operations.

The qualified A & E firm shall also have construction management services in place to facilitate a phased construction process, track schedule and costs, and communicate to the County construction progress.

## 6. Background

The Board of Elections building will be located on property owned by Cleveland County (Parcel 20254 and Parcel 23043). The county purchased both of these properties and demolished the buildings that were located on them. The property survey will be completed by July 23, 2021.

## 7. Scope of Work

### 7.1. Detailed Architectural and Engineering Services

- a. Lead the detailed architectural and engineering phases of this project including but not limited to: architectural, interior design, civil, power distribution, electrical, HVAC, mechanical, fire protection/plumbing, and instrumentation and control.
- b. Be responsible for the detail architectural and engineering schedule.
- c. Be responsible for coordinating all programming sessions with stake holders.

### 7.2. Project Engineering Management Services

- a. Overall project coordination, calendar of meetings
- b. Maintain lists like: project needs and issues, contact list, vendor list, etc.
- c. Project design cost budget and tracking of all spending actual vs plan

## 8. Included in Qualifications:

### 8.1. List of recent applicable facility projects with:

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

### 8.2. A & E Project organization

- a. Team organization chart with names and functions
- b. Detailed resumés of each name and functional history
- c. Proposed project execution plan

### 8.3. Cost of Services

- a. Unit fee schedule

- b. Travel expense detail
- c. Miscellaneous

## 9. Selection Process

The County Selection Committee will review and identify the firm or top firms that are most qualified for services requested.

### 9.1. Evaluation Criteria

- a. Qualifications: Specialized and relevant team experience in this type of project.
- b. Overall performance on past projects, as evidenced by references.
- c. Ability to design facilities within established budget and timelines
- d. Demonstrated ability to complete proposed project schedule and organization to complete tasks.

### 9.2. Contract Negotiation

A contract will be negotiated with the selected firm following approval by Cleveland County Board of Commissioners.



**RFQ CONTACT FORM**

RFQ-2021 06 25 rev 0

Board of Elections

June 25, 2021

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

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Principal Contact Information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Address Line 1

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address Line 2

\_\_\_\_\_  
Contractor's License Number

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cell Phone

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

\_\_\_\_\_  
Email