



Cleveland County
NORTH CAROLINA

Request for Qualifications

Structural & Mechanical Inspections

Cleveland County Fairgrounds

RFQ-2023 CCF SMI

April 25, 2023

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

Structural & Mechanical Inspections
Cleveland County Fairgrounds

PO BOX 1210 • SHELBY, NC 28151
PHONE 704.484.4900

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1. Introduction

Cleveland County is seeking proposals for the structural and mechanical inspections of the county-owned fairgrounds. The fairground is a large complex of buildings and structures at 1751 East Marion Street in Shelby, NC that are used for a variety of events, including fairs, shows, and community events. The inspections will be conducted to ensure the safety of the fairgrounds and the people who use them.

The submittal deadline is **05/15/2023** by 2:00 pm.

The firm's qualification package shall be submitted as an electronic PDF (file size not to exceed 15MB).

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

Electronic: Tonya.Brittain@clevelandcountync.gov
 Subject Line: "RFQ-2023 CCF SMI"

Mail (USB drive)*: Cleveland County
 Finance & Purchasing Department
 Attn: Tonya Brittain
 PO Box 1210
 Shelby, NC 28151

*Must be received by the submittal deadline date listed above.

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

Project scope questions should be emailed to: Jason.Falls@clevelandcountync.gov no later than 05/09/2023.

2. Overview

Cleveland County Government owns the property known as the Cleveland County Fairgrounds. The fairground is used by the Cleveland County Fair Association for an annual fair and other events throughout the year. Cleveland County is interested in contracting with a reputable firm to complete a structural and mechanical inspection to answer the following questions:

1. What is the current condition of the existing structures on the fairgrounds?
2. What is the current condition of the mechanical components of the structures on the fairgrounds, such as HVAC, etc.?
3. What is the anticipated life expectancy of the structures and mechanical components?

The anticipated fees for this type of project should be reasonably based on similar projects with similar requirements.

Funding for this project originates from the NC Office of State Budget and Management and all procurement and subsequent work must adhere to all State and Local guidelines. A copy of Contract #20154 between the NC Office of State Budget and Management and Cleveland County is available upon request.

Cleveland County will conduct an evaluation of the proposals received and select based on, but not limited to, the criteria below:

- Overall reputation of the firm/team
- Proposed inspection team member(s) — experience and qualifications
- Project references specific to this type of service
- Experience with providing these services to local government
- Projected timeframe that inspection reports would be complete and provided to the county
- General project understanding
- Proposed fees/general cost analysis
- Unique qualities that would make firm/team best suited for the project

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 6 (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. 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, 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 cost arising from 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.
- 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 RFQ 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) it granting of an extension or to offer them with the same extension.

6. Expected Deliverables and Scope of Work

Expected deliverables include, but are not limited to, an assessment report of the structural and mechanical condition of all structures (including mechanical) on the county-owned fairgrounds property. The report should include the current condition of the structures and mechanicals, as well as an expected life-expectancy for each.

- Visual inspection of all buildings and structures
- Non-destructive testing of selected structural elements
- Mechanical testing of all mechanical equipment

7. Included in Qualifications:

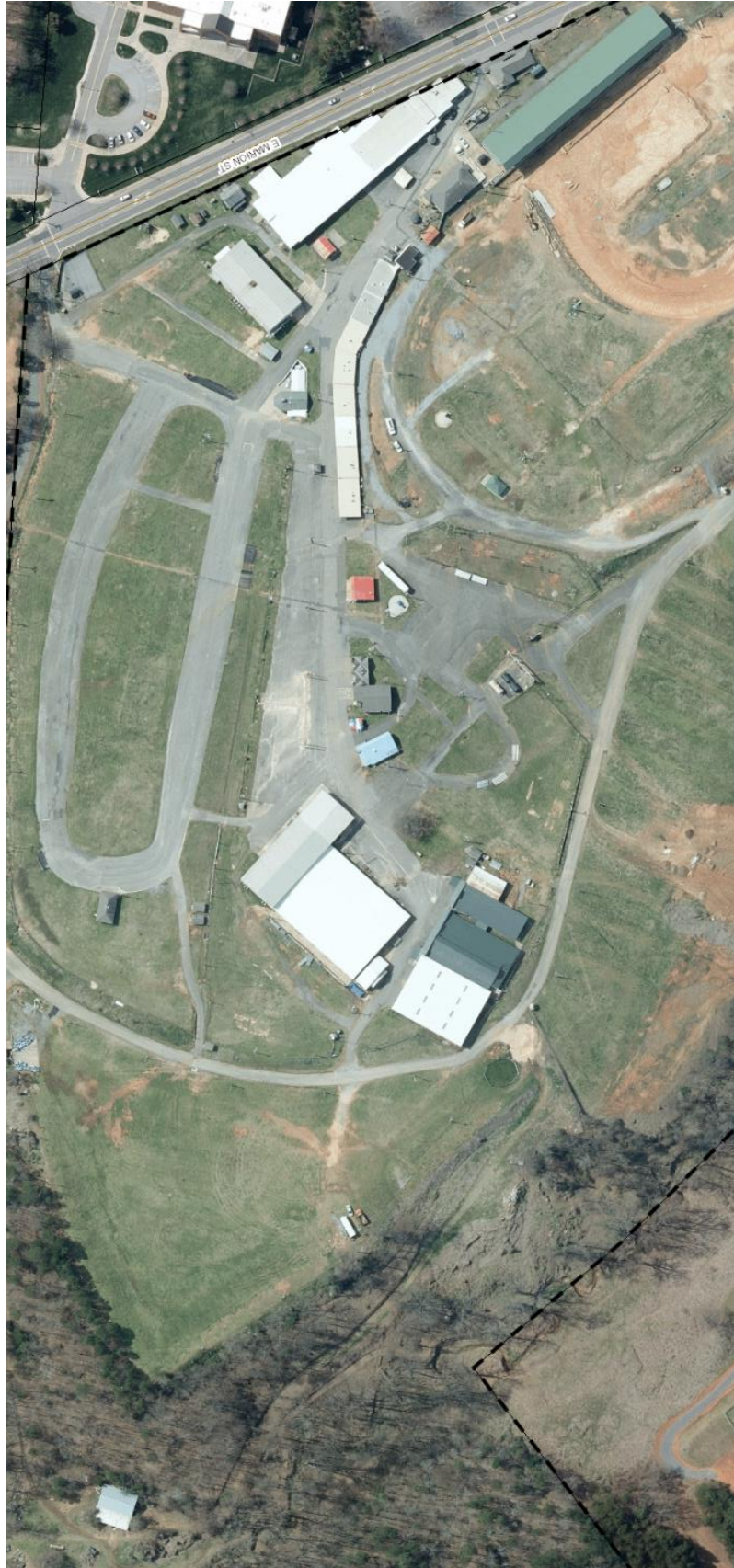
- 7.1. List of recent applicable inspection projects with:
 - a. A brief description of firm's role.
 - b. Three to Five sample reports presented to past clients.
 - c. Three to five client references and contact information.
- 7.2. Project organization
 - a. Team organization chart with names and functions.
 - b. List of team members' relative work experience.
 - c. Proposed project execution plan with schedule for completion.
- 7.3. Cost of Services
 - a. Estimated Total Cost of Inspection (including report)
 - b. List any alternate or optional services (including costs broken out from project total)
 - c. Miscellaneous

8. [Appendix](#)

APPENDIX

Site Photo (Next Page)

Aerial View of Fairgrounds from GIS (as of 4/25/23)



RFQ CONTACT FORM

RFQ-2023 CCF SMI

Structural & Mechanical Inspections - Fairgrounds

May 1, 2023

To: Cleveland County Finance & Purchasing Department
PO Box 1210
ATTN: Tonya Brittain
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