



Request for Qualifications

Mechanical Engineering, Design, and
Construction Management Services

Lenoir County Government

Lenoir County Government
Request for Qualifications (RFQ)
for services related to Mechanical Engineering, Design, and Construction Management

Proposal Submission Deadline – 5:00 pm October 1, 2021

Lenoir County will receive proposals herein described. The County reserves the right to reject any or all proposals. All changes to the terms, conditions, or specifications stated in this request for qualifications (RFQ) shall be issued through formal addendums and posted on the County's website. Lenoir County will use funds through the American Rescue Plan (ARP) to fund the engineering work herein described as well as the installation of mechanical equipment as recommended by the selected consultant. With that, all sub-recipient shall provide all documents necessary to satisfy the procurement requirements of the ARP Program, the US Department of the Treasury, and Lenoir County.

For more information on the ARP Program and for frequently asked questions about the federal funding that supports this grant program, please visit the links below.

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

Section 1. Purpose

Lenoir County seeks proposals from a qualified consultant to assist facilities management staff in the evaluation of the condition of mechanical (HVAC) systems at various county facilities and to prepare and administer project management services during any approved replacement program. Lenoir County endeavors to provide improved air quality systems in order to help combat air quality issues related to transmissible, airborne disease – namely COVID-19. Furthermore, the County intends to improve air quality at various county facilities in order to be more prepared for future pandemics or future proliferations of the COVID-19 virus or its variants.

Section 2. Submission Requirements

1. **Deadline.** All applications are due to Lenoir County by **5:00 pm on October 1, 2021**. Proposals received after this deadline will not be considered.
2. **Format.** Proposals may be submitted in electronic or hard copy format.
3. **Contact Information.** For questions regarding this RFQ, please feel free to contact the Lenoir County Planning Department via phone at 252-559-2260 ext. 7249 or via email at adam.short@lenoircountync.gov.

Please submit hard copy proposals to:

Lenoir County Planning Department
c/o Adam Short
PO Box 3289
Kinston, NC 28502

Please submit electronic copies to:

adam.short@lenoircountync.gov

4. **Pre-submission Facility Inspections.** Facility inspections, tours, and existing conditions assessments shall be by appointment only. In order to set up a time to tour any of the facilities as part of this RFQ, consultants shall contact Anthony Howard by phone at 252-559-6452 or by email at ahoward@co.lenoir.nc.us.

Section 3. Project Goal

The County's intent is to retain a consulting engineering firm with the qualifications and staff resources necessary to perform comprehensive assessments of existing systems, provide replacement system recommendations, provide project management and oversight services upon request, and to assist in development of a maintenance strategy to be implemented by existing county staff and contractors.

Section 4. Scope of Work

The following scope of services is included as a guide for those individuals or organizations submitted qualifications in response to this RFQ. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary, to complete the project or to ensure a long-term solution that addresses the mechanical design and construction needs of Lenoir County facilities.

General

The consultant selected through this RFQ process will enter into an agreement with Lenoir County to provide engineering, design, and construction management services related to mechanical (HVAC)

systems on various Lenoir County facilities. The County facilities being considered as part of this RFQ include

1. The Lenoir County Courthouse;
2. The Lenoir County Administrative Building; and
3. Pink Hill Gymnasium.

The consultant shall determine the best approach and treatment for mechanical installations at each individual location. The review and design of each facility will be treated as a distinct piece of the entire project. Lenoir County facilities staff will be available to prospective consultants if there is a desire to tour these facilities and review existing systems prior to response to this RFQ; all this shall be done by appointment only by contacting Anthony Howard.

Based on the requirements of Lenoir County the consultant shall provide engineering services meeting all standards and codes used in design for basic services on projects as follows:

1. Pre-design evaluation;
2. Cost estimating;
3. Existing conditions survey & report;
4. Schematic design;
5. Design development;
6. Bidding & award;
7. Construction administration;
8. Maintenance schedule development for all new system installations; and
9. Coordination with Lenoir County facilities & executive staff.

The selected consultant shall:

1. Review existing drawings (if applicable), plans (if applicable), and present-day physical conditions, and advise the County on issues of concern in regard to design, equipment selection, material selection, cost estimation, and life-cycle cost estimation;
2. Provide a design plan, bid documents, and a detailed cost estimate at each phase for each location, which may include or require:
 - a. Attendance at coordination meetings;
 - b. Provide progress cost estimates of labor and materials at appropriate intervals;
 - c. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings as requested;
 - d. Provide architectural design drawings which shall include all components and accessories.
3. Assist in the bidding of all work designed as part of this project;
 - a. Conduct, advertise, and otherwise coordinate pre-bid and pre-construction meetings;
 - b. Answer questions/clarifications during the bidding process;
4. Review and evaluate submittals for extra costs or proposals that may extend beyond the initial project design;
5. Inspect the construction site and actively participate in on-site construction meetings;
6. Advise the County regarding interpretations of contract documents and payments to contractors; and
7. Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection.

Detail & Phases

1. Pre-design Evaluation.

Consult with the County and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County recommending any necessary revisions.

2. Cost Estimating/Condition Survey and Report

Investigate, analyze, and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing buildings. Analyze building components, heating/cooling load requirements, floor plans, and drawing (as available), and make system recommendations. Prepare drawings (as necessary) and a report summarizing the condition of each facility system.

Prepare probable construction cost estimates to assist the County in preparation of capital requests through the ARP program for internal use and budgeting purposes. To the furthest extent possible, identify future issues and impacts that may arise as a result of a particular course of action, installation, or alternative for a particular mechanical installation.

3. Design

Following discussions with facilities staff, agreement on general mechanical installation alternatives, and upon receipt of written notice to proceed, the consultant shall prepare designs for review and approval by the County. The design drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the design drawings for each design option developed. Where alternative options for mechanical installations may exist, the County may request design alternatives and life-cycle cost estimates for each alternative as appropriate and at the determination or request of the County Manager or his designee.

The consultant shall submit to County facilities staff for review in conjunction with the County Manager's office detailed design drawings showing the general design, outline specifications, cost estimates, and material selections and cut sheets. If alternate layouts, design, work items, or materials exist or emerge during development of designs, the alternatives are to be prioritized with a recommendation of the best course of action, substantiated with a detailed rationale. Design drawings shall include all components and accessories, including system elevations in relation to the project.

4. Contract Preparation

The consultant shall perform the final design and preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations and codes for all elements of work including plans, details, phasing plans, and structure or engineering modifications as necessary. The consultant shall provide design progress reviews with the County as required – generally held at 50% and 95% completion.

5. Bidding/Award

The consultant shall assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommending awards to the Board of County Commissioners; furthermore, the consultant shall assist in evaluating alternate bids and prepare construction contracts as well as assist in any necessary evaluation of product or system substations. The consultant shall be on-call for bid document discussions with prospective contractors and issue addenda as necessary for County advertisement/issuance.

6. Construction Administration

The consultant shall provide during the construction phase periodic design consultant services to verify adherence to the design and construction documents and to assist County staff of the construction until final completion and acceptance by the County. The consultant shall conduct a preconstruction conference after receipt of a written request from the County to do so; such conference shall include at least the consultant, the contractor(s), authorized County representatives, and other public agencies as determined by the County.

The consultant shall ensure that all necessary permits and licenses have been obtained prior to commencement of construction/installation. The consultant shall facilitate discussions and decisions relative to the manner in which the construction will be administered, scheduled, and potential impacts for use of particular County facility impacted.

Throughout all phases of construction and project administration, the consultant shall update County staff on construction costs, administration, status reports, and other pertinent information on a bi-weekly basis (or as otherwise determined is necessary). The consultant shall present all change-order requests to County staff in a timely manner, in order to avoid extended construction delays and ensure the appropriate approval requirements are followed.

The consultant shall recommend necessary or desirable changes (additions or credits) to the County, review requests for changes, assist in negotiating contractor's proposals, and submit recommendations to the County. There shall be no changes in project scope with written authorization from the County Manager's office.

The consultant shall determine, based on inspections and applications for payment, the amount owed to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the consultant shall also represent to the County that, to the best of its knowledge, information, and belief, the quality of work is in accordance with the contract documents.

The consultant shall make job site visits (at a frequency dictated by each specific project), and conduct and attend field meetings. Where field conditions differ from contract documents or disputes arise, the consultant shall resolve issues on behalf, in coordination with, and to the satisfaction of the County.

The consultant shall provide as-built drawings for all installations for reposition in County records. These documents may be distributed to the County in electronic format.

The consultant shall secure and transmit to the County all required guarantees, affidavits, releases, bonds, waivers, or other closeout documents.

7. Agreements

The County's intent is to retain a consulting/engineering firm with the qualifications and capacity necessary to perform comprehensive assessment of existing systems as requested and develop a long-term replacement program. The services agreement will have an initial term of three (3) years with a provision for three (3) yearly renewals for a maximum of six (6) years.

Section 5. General Requirements

1. The consultant shall demonstrate relevant experience with similar work and shall be competent to perform the services required under this RFQ;

2. The work being requested is professional in nature. It is understood that the consultant is of professional status and is licensed, as appropriate, to perform this work and undertake this scope in the State of North Carolina;
3. The consultant shall be financially solvent and the County reserves the right to request information to determine solvency; and
4. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

Section 6. Bid Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements herein listed:

1. Overview and Qualifications

- a. Name, address, telephone number, and email address of the primary point of contact;
- b. Name and address of each firm's principal officers;
- c. A description of each firm's technical capabilities and areas of expertise;
- d. A detailed and itemized description of the firm's ability to provide the services described in Section 4: Scope of Work;
- e. A description of the firm's experience in sustainable system design to improve air quality and create healthy, productive ambient environments;
- f. A description of at least five (5) similar projects completed by the firm along with a reference point of contact from the contracting organization who may be contacted as a reference;
- g. A description of how the project will be managed, who will be the primary point of contact and responsibilities of key individuals on the project;
- h. A description of hourly rate for individuals who will be managing this project scope.

2. Selection Process

County staff will select a consultant based on critical factors including responsiveness to this RFQ; description of approach to services; relevant project experience; qualifications of the responding firm and principal staff; responsiveness to the scope of work and overview and qualifications; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The County reserves the right to reject any or all submissions and to request written clarifications and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated. Interview may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or email.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.