

Request for Proposals

Design-Build Services for the Lenoir County Courthouse



Lenoir County Government

Lenoir County Government
Request for Proposals (RFP)
for services related to improvements to the
Lenoir County Courthouse

Proposal Submission Deadline – 12:00 pm August 26, 2022

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 proposals (RFP) shall be issued through formal addendums and posted on the County's website. In the event funds from the American Rescue Plan Act (ARPA) are used, all sub-recipients 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 contractor to provide general contracting and design-build services to construct an awning and protected approach for the Lenoir County Courthouse.

Section 2. Submission Requirements

- 1. Deadline.** All applications are due to Lenoir County by **12:00 pm August 26, 2022**. 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 RFP, 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 the facility as part of this RFP, prospective contractors and design professionals should contact the Facilities Maintenance Manager, Anthony Howard by calling 252-559-6452 or emailing anthony.howard@lenoircountync.gov.

Section 3. Project Goal

The County's intent is to retain a qualified general contractor to coordinate and oversee the construction and installation of an architecturally integrated awning and protective structure, connecting to the existing Lenoir County Courthouse. Generally, the awning and protective structure is intended to provide additional protection from the elements for the handicapped parking spaces and associated access ramp and steps along the northern courthouse access (a map is provided as exhibit for reference for the general location. This RFP is intended to provide Lenoir County with clear expectations on pricing, timing, scope, and scale of the project and work to be performed.

Section 4. Scope of Work

The following scope of services is included as a guide for those individuals or organizations submitting proposals in response to this RFP. It is designed to identify the minimum service level expected from the successful contractor 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 needs of Lenoir County (hereinafter "the County") and for the Lenoir County Courthouse (hereinafter the "Courthouse").

General

In all circumstances, the work to be performed shall be of first-class quality by employees skilled in the respective trade and knowledgeable about the product and equipment being used. The selected contractor shall:

1. Provide a project manager/key representative during the duration of the project to ensure communication with the County as necessary.
2. Conduct work in a manner that causes minimal obstruction and inconvenience to courthouse and County operations. The majority of project work (that which causes disruption) shall be initiated with prior approval and consultation with the Assistant County Manager and, where possible, during non-business hours. For all work performed during business hours, the contractor shall provide all necessary barricades, signs, or other safety equipment for work areas as necessary as to avoid any unnecessary disruption or accidents. Prior scheduling of areas to undergo construction shall be coordinated with the Assistant County Manager in order to allow for time to adjust staff hours or office locations as necessary.
3. As necessary and appropriate for this scope of work, the contractor shall use sufficient protective measures for the protection of floors, furnishings, and adjacent surfaces. The contractor shall be responsible for repairing, at their expense, any damage to existing improvements or items that result from providing inadequate protection from damage.
4. Lenoir County reserves the right at any time to alter the specifications to meet increased or decreased needs. If such changes cause an increase/decrease in costs or time required for services, or otherwise affect any other provision of the contract, an equitable adjustment shall be made and the agreement shall be modified in writing accordingly, prior to any additional work being performed.
5. The County is not responsible for accidents or injuries incurred by the contractor. The contractor is required to maintain adequate insurance coverage. The contractor shall save and hold harmless the Lenoir County Government.
6. The County reserves the right to award any contract to the next most qualified contractor, if the successful, initial contractor does not execute a contract within thirty (30) days of being notified of the selection.
7. The contractor shall adhere to the following general specifications:
 - a. Consult with the County to provide a schedule for construction; once said schedule has been approved by all parties, the schedule shall be adhered to and liquidated damages may be included as a provision of the final contract.
 - b. Provide all labor, materials, equipment, and oversight for the project.
 - c. Develop in consultation with County Administration and provide to County Administration a final design to include rough drawn elevation drawings for review and approval by County Administration.
 - d. Construct the awning upon approval of final design, with continual contact and consultation with County Administration throughout the construction phase.
8. The project shall include the following projects, which shall fall under the general observation of the selected contractor:
 - a. Design or contract services to have a design prepared for the permitting and construction of an architecturally integrated awning that covers and protects the ramp and step approaches on the north side of the Courthouse (see reference map for general area); this design should align with the existing aesthetic of the Courthouse.

- i. Designs shall be submitted to County Administration for review and approval prior to initiation of the construction phase.
- b. Upon approval of the final design, acquire all necessary permits for the installation and construction of the awning.
- c. Construct the awning per the approved designs.
- d. Repair any damaged or adversely impacted areas that may have been impacted or damaged through the construction process.
- e. Clean and disposal of debris/trash shall be carried out according to the following:
 - i. Keep areas free of accumulated debris and construction materials on a daily basis. Upon completion of the work, herein described, contractor shall remove all materials and debris.

Section 5. General Requirements

1. The contractor shall demonstrate relevant experience with similar work and shall be competent to perform the services required under this RFP;
2. The contractor shall be financially solvent and the County reserves the right to request information to determine solvency; and
3. The contractor 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 RFP, 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 general statement of capabilities and areas of expertise.
- d. A general description and proposal for how the contractor will address the needs described in Section 4: Scope of Work.
 - i. The contractor is encouraged to include and describe areas to be resolved through sub-contractor; any items in this scope to be performed by sub-contractor should still be included in pricing for this entire scope response.
- e. A qualified estimate of the work described in Section 4: Scope of Work.
- f. A brief description of at least three similar projects performed that might help our understanding of the contractor's ability to perform the scope herein described.
- g. A description of how the project will be managed, who will be the primary point of contact.
- h. A description of the total fee to be charged by the contractor.

2. Selection Process

County staff will select a contractor based on critical factors including responsiveness to this RFP; description of approach to services; relevant project experience; qualifications; responsiveness to the scope of work; readiness to undertake the required services; ability to execute an acceptable written contract; and price of the proposed scope of work. The County reserves the right to reject any or all submissions and to request written clarifications and supporting materials as necessary. The County

reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

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

Sandra Barss, County Finance Director

Project Area Map:

