

Watauga County



***Request for Qualifications (RFQ)
Architectural Services
for the
Watauga County
911 Dispatch/Medic Base/
Emergency Services Facility***

Due Date: August 1, 2022

**To: Deron Geouque, County Manager
814 West King Street
Boone, NC 28607
828-265-8000 (P)
828-264-3230 (F)
Email - Deron.Geouque@watgov.org**

PURPOSE

The County of Watauga is accepting statements of qualifications from architectural firms interested in contracting with the County for architectural services related to the design of a new consolidated 911 center/medic base/emergency management and operations facility.

SCOPE

Watauga County plans to construct the facility located off Brookshire Road (Attachment A). Estimated programming needs are between 10,000 to 12,000 square feet. The selected firm will be responsible for the following:

- Programming Validation and Adjustments
- Site Design
- Schematic Design
- Design Development
- All Permitting
- Project Schedule
- Construction Documents
- Bidding
- Construction Administration
- Budget Development
- Landscape Design
- Engineering Services - structural, civil, mechanical, electrical, plumbing, acoustical
- Interior Design
- Overall Project Management
- Procurement and installation of non-fixed furniture, fixtures and equipment (FF&E), e.g., furniture, telephone system, computer systems, etc.

Architects must be properly licensed and registered as required by Chapter 83A of the North Carolina General Statutes. Engineering and Land Surveying consultants must be properly licensed and registered as required by Chapter 89C of the North Carolina General Statutes.

PROPOSAL REQUIREMENTS

All questions related to this RFQ shall be directed to:

Deron Geouque, County Manager
814 West King Street
Boone, NC 28607
828-265-8000
Deron.Geouque@watgov.org

In addition, the County strongly urges interested firms to schedule a site visit to evaluate the appropriate size and design of the facility. Attachment A includes a map of the site with topography lines and aerial photo.

Proposal Content

The written proposal should provide background information about the company, its employees, and its experience with related projects and clients. It should cover the experience of the firm as well as any consultants on the proposed team. For the purposes of the RFQ, the term “company” shall refer to the prime respondent of this RFQ or, in other words, the company with whom Watauga County will contract. The term “consultant” shall refer to all consultants which the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants.”

Specifically, the RFQ should address the following information. Firms may submit their standard qualification package supplemented by a cover letter or attachments as necessary to comply with this request.

1. Prime Firm Experience

Identify at least three consolidated 911 center/medic base/emergency management and operations facility projects that were completed since 2005. Provide the following information:

- Building name, address and telephone number.
- Client name, title, address and telephone number.
- Description of scope of project including use of pre-engineered construction, if any.
- Size of project and gross square feet.
- Project design.
- Cost of project - estimated cost, actual cost, and dollars per square foot. Also explain any factors that contributed to the actual cost exceeding the estimated cost by more than 2%. Indicate how you control costs and how this has been effective in the past.
- Estimated schedule and actual schedule. Explain any factors that caused the actual schedule to exceed the estimated schedule by more than 30 days.
- Identify all consultants and/or firms that participated in the project and their respective roles.

2. Associated Firm Profile

Identify the firm that will be prime along with associated firms and consultants. For each associated firm and/or consultant, provide the following information:

- Firm name, address, telephone number, facsimile number, principal/CEO and contact person (including title).
- Intended role for this project.
- Identify, by name, the members of the Design Team, their roles and

- responsibilities.
- Brief description of firm history.
- Three references.

3. Key Personnel

Provide an organizational chart and identify the following:

- Chief Executive Officer (CEO)
- Principals
- The project architect who will manage the project
- Sub-consultants

4. Understanding of the Project

Briefly state firm's understanding of the Watauga County Consolidated 911 Center/Medic Base/Emergency Management and Operations Facility. Any firm that is chosen for a formal interview will be required to meet with selected staff to review the material and reports already completed for this building. You may choose to submit sketches or renderings to illustrate your understanding or vision of the project.

5. Project Approach

Describe your firm's project approach and schedule of implementation and operation.

6. Other Projects

Identify all other projects in which your firm is currently engaged or has completed within the last three years. Provide the name and address of the project, along with the client's name and telephone number. This excludes all residential projects. Information on projects for Consolidated 911 Center/Medic Base/Emergency Management and Operations Facilities should be submitted regardless of square footage.

7. Firm's Submission

The Architectural/Design/Engineering firm shall submit five copies of the RFQ response. Submittals shall be on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections and digitally emailed. The package submitted shall not exceed ten (10) pages single-sided, or five (5) pages double-sided (front/back covers, Table of Contents, tab pages and photographs are excluded from these totals).

Facsimile submissions will not be accepted. Submissions must be signed by an individual authorized to bind the firm to a contract. Proposals received after 5:00 p.m. on August 1, 2022, will be disqualified from consideration. All proposals must be contained within a package that is marked "Watauga County Consolidated 911 Center/Medic Base/Emergency Management and Operations Facility Project" and addressed to the following: Watauga County, ATTN Deron Geouque, 814 West King Street, Suite 205, Boone, NC, 28607.

In general, documents that are submitted as part of the response to this Request for Qualifications will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret,” the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

The County reserves the right to reject any and all proposals, and to terminate the Request for Qualifications process at any time.

SELECTION CRITERIA

Selection Process:

One County Commissioner, the County Manager, Maintenance Director, and Emergency Services Director will serve as the selection committee for all applicants deemed eligible and qualified, seeking the advice and input of such other local officials as they may deem appropriate. A recommendation will be made to the Watauga County Board of Commissioners for its approval.

The selection committee will review and identify the firm or top firms that are most qualified for the services requested. Interviews will be conducted with the short-listed firms to permit further evaluation of qualifications. The selection committee will conduct interviews August 9-16, 2022.

Evaluation Criteria:

By way of example, but not limitation, the following considerations will be utilized during the selection process from the submitted and eligible proposals:

- The thoroughness of the proposal regarding the tasks addressed in the Scope section of the RFQ.
- The firm’s experience in designing consolidated 911 center/medic base/emergency management and operations facilities.
- The successful experience of the staff proposed to be assigned to this project to perform the type of work required.
- The firm’s financial ability to undertake the work and assume liability for the project.
- The firm’s proven ability to complete tasks on time.
- Project approach and methodology.
- Overall performance on past projects, as evidenced by previous contracts.
- Overall consideration of design elements.

Watauga County reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which, in the County’s sole judgment, sufficiently demonstrates the ability to produce, deliver, design, permit and construct a consolidated 911 center/medic base/emergency management and operations facility and to satisfy the major requirements set

forth in this RFQ. The County reserves the right to interview any or all respondents to this RFQ, or to ask for additional information or clarifications. By completing and submitting to Watauga County's RFQ, the firm allows the County to call any person, business, group or organization that may have information to determine the firm's ability to complete the project as presented.

The County expects to complete its evaluation process to select a qualified partner, but reserves the right to change key dates and actions as the need arises.

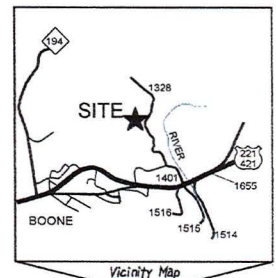
PROPOSAL AND SUBMISSION DEADLINES
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Project schedule milestones and dates are as follows:

<i>Milestone</i>	<i>Date</i>	
Request for Qualifications Published	June	27, 2022
Deadline for RFQ Questions	July	18, 2022
RFQ Proposals Due Date	August	1, 2022
RFQ Review	August	2-8, 2022
Interviews and Selection Process	August	9-16, 2022
Negotiations With Top-ranked Firm	August	17-29, 2022
Board of Commissioners Hire Architect	September	6, 2022



- Notes:**
1. This is a boundary survey and division of lands described in Book of Records 1134 at page 15 and shown on plat recorded in Plat Book 17 at page 153 as Tract 2 as conveyed to Watauga County, a Body Politic and recorded in the Watauga County Public Registry.
 2. Bearings are relative and reference made to Plat Book 17 at page 153 and have been rounded to the nearest five seconds.
 3. All distances measured are horizontal measurements, lines not surveyed were derived from the record documents are shown as broken lines and the area has been calculated by the coordinate geometry method.
 4. This parcel is located in a Zone X, area outside the 0.2% annual chance for flooding, flood area per the North Carolina Floodplain Mapping Program.
 5. The ratio of precision of the unadjusted field traverse is 1:10,000 and has been adjusted by the least squares (StarNet) method.



- Legend**
(Corner Descriptions)
- Existing Iron Pins
 - Monument Set
 - ⊙ Control Monument
 - 5/8" Steel Rod Set
 - Calculated Point
 - ⊕ Fire Hydrant
 - ⚡ Power Pole
 - ⊕ Gate Valve
 - ⊕ Sewer Man Hole
 - ⊕ Telephone Man Hole
 - ⊕ Water Meter
 - Boundary Lines
 - - - Boundary Lines (adjoining)

Riverstone Townhomes
Owners Association, Inc.
B/R 1716 at page 648
P.B 20 pg 208

D. Steven Heesacker, et. al.
B/R 957 at page 72

Watauga County
B/R 1134 at page 29

0.119 acres

NCSR No. 1328B
R/W 50' (Brookshire Rd.)
(B/R 931 at pg. 694)

Watauga County
B/R 1134 at page 15
P.B 17 pg 153
(remainder)

Lisa R. Greer
B/R 603 at page 75

Boundary Survey &
Division For
Watauga County
a Body Politic
New River Township
Watauga County -- North Carolina
April 5th, 2022



Job No. 22051

SURVEYOR'S CERTIFICATE

I, Donald H. McNeil, certify that this map was drawn under my supervision from an actual survey made under my supervision, ideal geographical recorded in Book 1134 at page 15, Book 1200 at page 103, in Book 103 at page 103, that the boundaries not surveyed are clearly indicated as shown from information found in Book 1134 at page 15, Book 1200 at page 103, and that this map was prepared in accordance with G.S. 47-30 as amended and that this survey created a subdivision of land within the area of a county or municipality that has an ordinance that requires parcels of land, witness my original signature, registration number, and seal this 11th day of April, 2022.

Donald H. McNeil P.L.S. L-2009



Certificate of Approval of Minor Subdivisions

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations of Watauga County, North Carolina. It has been approved as a minor subdivision as defined in Article 17, Section 4, Chapter 10 of the Planning & Development Ordinance for recording in the office of the County Register of Deeds.

Dated: Watauga County Authorized Representative
State of North Carolina
County of Watauga

Review Officer of Watauga County
certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer
Copyright

Appalachian Professional Land Surveyors & Consultants, PA; C-2398
1480 US Highway 421 South / Boone, North Carolina 28607 / (828) 264-0290