



**CABARRUS COUNTY
REQUEST FOR QUALIFICATIONS**

INTRODUCTION

Cabarrus County is issuing this Request for Qualifications (RFQ) for conducting a fire strategic plan, to evaluate the current service delivery system and develop 3-5 year strategic plan for fire protection services.

SUBMISSION DETAILS

Responses must be submitted in three (3) copies and in a sealed envelope bearing the name of the firm or individual, and the address as well as the title of the RFQ. Each submittal should be no more than 20 pages front and back. Cabarrus County must receive these responses no later than September 20, 2019 at 3:00 pm. The official clock in in the Commissioner's Chambers. Address your submittal to:

**Cabarrus County
Attn: Tom Nunn
65 Church Street, S.
Concord, NC 28025**

Cabarrus County reserves the right to reject any and all submittals or to waive any minor irregularities in the process. The County further reserves the right to seek additional "Request for Qualifications" when it is in the best interest of the County. Minority owned and operated businesses are encouraged to participate in the submission process.

All responses to this request will be subject to the Freedom of Information and Privacy Act.

INQUIRIES

Clarification of terms and conditions of the Request for Qualifications process shall be directed in writing only to:

**Cabarrus County
Attn: Tom Nunn
65 Church Street, S.
Concord, NC 28025**

Inquiries on matters that affect the nature of this document will be conveyed in writing to all parties receiving this document.



SUBMITTAL REQUIREMENTS

The RFQ submittal shall contain the following items arranged in order:

GENERAL

Maximum one (1) page introductory letter.

RELEVANT COMPANY EXPERIENCE

This section must include:

- A listing of recent relevant project experience related to providing master plans for fire protection services.
- A description of the company's responsiveness to clients, its ability to complete its jobs on schedule and within budget, and its quality assurance/quality control (QA/QC) practices.
- A description of the current personnel and equipment used to work on those projects along with their current resumes.
- Project descriptions should include a summary of scope, location, ability to mobilize and complete work in specified times, key personnel and client contact.

CRITERIA FOR SELECTION

All submittals received will be reviewed by staff based on the following criteria:

The ability, capacity, skill, reputation, experience and responsiveness of the firm or individual(s) to perform the contract and provide the services required with experience in similar types of projects.

Documentation of proven related and successful experience.

Reference check

Familiarity with local area

Ability to respond quickly and thoroughly to requests and contract requirements.

Firms or individuals **may** be selected for oral interviews.

Firms or individuals will be identified that will be best able to provide services to the County.



SCOPE OF SERVICES

The project consists of a review of the current fire services delivery system and the development of a 3-5 year strategic plan for fire service delivery under county authority. Cabarrus County key staff, fire service provider members and community members will have input into this strategic planning process.

The final scope of this study will be developed with the selected company, but at minimum will include the following (list is not in a priority order):

- Conduct a needs analysis with key county staff to determine guidance and directives for this project.

- Meet with County Fire Chiefs & Board President's to determine their priorities and issues to be evaluated during this project.

- Evaluate response and service delivery data.

- Identify a means to elicit community input to capture community priorities and concerns as related to this project.

- Identify, analyze and make recommendations on critical issues facing the fire service delivery program
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- Review current funding mechanisms (fire tax, sales tax, staffing grants) and develop options to address capital and fiscal needs for the next 3-5 years.

- Conduct a SWOT analysis to guide the development of the 3-5 year strategic plan.

- Present final findings to County Management, Elected Officials and key county staff.



PROPOSERS CERTIFICATION

I have carefully examined the Request for Qualifications, and any other documents accompanying or made a part of this RFQ.

I hereby propose to furnish the goods or services specified in Request.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Cabarrus County or any other Contractor's is interested in said proposal, and that the undersigned executed this Contractor's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY:

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER