



# Infrastructure and Asset Management

## Request for Qualifications for Cabarrus County Infrastructure and Asset Management

January 29, 2018

### Project Description

Cabarrus County Infrastructure and Asset Management (IAM) is soliciting responses from qualified firms licensed in North Carolina to provide architectural services to the County in the form of updating floor plans of the Cabarrus County Cooperative Extension building located at 715 Cabarrus Ave W, Concord, NC 28027. The building has had several renovations over the years and the existing floor plans do not reflect the current layout. These new floor plans will be used to create new evacuation maps for the building, among other things. Floor plans from the original building construction and from any/all renovations will be available for use in this project and as many site visits as necessary can be arranged.

### Qualification Package Evaluation Criteria

Qualifications packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience and qualifications.

### Evaluation criteria are as follows:

- Firm(s) and individual experience with projects of similar scope in office building settings
- Quality and timeliness of past similar projects
- Qualifications, certifications, abilities, availability and geographic location of the key individuals
- References from past projects



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## SOQ Requirements

Firms that are interested in providing the requested services to Cabarrus County are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Michael Miller at [mamiller@cabarruscounty.us](mailto:mamiller@cabarruscounty.us)

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be delivered by 3:00 pm local time on February 6, 2018. No qualification packages will be accepted after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **10** pages in length.

**Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.**



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## Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the County.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the County nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The County reserves the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the County retains the right to contact any/all proposing vendors after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the County's proposal process.
5. The County will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.
6. Acceptance will be defined as the County selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the County that after the successful Vendor has been selected, the County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the County shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule.