



Infrastructure and Asset Management

Request for Qualifications for Cabarrus County Infrastructure and Asset Management

January 9, 2020

Project Description

Cabarrus County Infrastructure and Asset Management (IAM) is soliciting responses from qualified firms licensed in North Carolina to provide space needs planning/services to the County for the local government units located in the Governmental Center only. The building is located at 65 Church Street SE in Concord, NC and houses the following local government departments:

- IT -Finance -HR -Communications -Register of Deeds -Facility services
- Planning & Zoning (zoning, construction standards, community development)
- County Managers office (clerk staff, budget & purchasing staff, business systems staff, etc)
- Taxes (revaluation, collections, land records, assessment)

The selected firm will in consultation with staff, and national, state and local standards, identify existing and future space needs for the organization to include square footages and current and projected staff levels. The County expects the selected firm will evaluate the various units' needs; security, storage, meeting space, parking, technology, public interaction, intergovernmental connectivity and furniture for the next 10-20 years.

The County is evaluating future relocation and growth strategies for several units and is interested in gathering these projections to aid those evaluations. Additionally the County requests a narrative from the selected firm with their opinion on potential unit relocation based on the needs and public interaction.

Currently the County does NOT require any design services for renovations or new construction in relation to this study.

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 local government 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 Kyle Bilafer at kdbilafer@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 January 27th, 2020. 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 **15** 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.

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.



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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.